



AGENDA

General Committee Meeting

Date: Monday, 9 March 2026

Time: 5:45 PM

**Location: Cowra Council Chambers
116 Kendal Street, Cowra**

**Paul Devery
General Manager**

Order Of Business

| | | |
|-----------|--|------------|
| 1 | Introduction..... | 3 |
| 1.1 | Recording & publishing..... | 3 |
| 1.2 | Acknowledgement of Country..... | 3 |
| 1.3 | Apologies and Applications for Leave of Absence by Councillors..... | 3 |
| 1.4 | Disclosures of Interest..... | 3 |
| 1.5 | Presentations..... | 3 |
| 2 | Confirmation of Minutes..... | 3 |
| | Confirmation of Minutes of General Committee Meeting held on 9 February 2026 | |
| 3 | Mayoral Minute | 21 |
| 3.1 | Mayoral Minute - Minister for Local Government Correspondence: Joint Organisation | 21 |
| 4 | General Managers Report..... | 34 |
| 4.1 | Council Representation on Country Universities Centre - Cowra Region Board..... | 34 |
| 5 | Director-Corporate Services Report | 35 |
| 5.1 | Section 355 Committee Minutes - Australian Chapter of the World Peace Bell Association | 35 |
| 5.2 | Cowra Shire Council Working Party Minutes - Australia Day Working Party | 45 |
| 5.3 | Draft Minutes - Audit, Risk and Improvement Committee - 19 February 2026 | 64 |
| 5.4 | Donation - Woodstock Soldiers Memorial Hall | 72 |
| 6 | Director-Infrastructure & Operations Report | 75 |
| 6.1 | Council Buildings Renewal and Upgrade Program 2026/27 to 2028/29..... | 75 |
| 6.2 | Gooloogong Village Request for Consideration of Splash Pad..... | 79 |
| 6.3 | Cowra Sports Fields Master Plans..... | 88 |
| 7 | Director-Environmental Services Report | 158 |
| 7.1 | Draft Cowra Contribution Plan 2026 | 158 |
| 7.2 | Section 355 Committee Draft Minutes - Environmental Sustainability Committee meeting held Monday 2 February 2026 | 242 |
| 8 | Late Reports..... | 249 |
| 9 | Notices of Motions..... | 249 |
| | Nil | |
| 10 | Confidential Matters..... | 250 |
| | Nil | |

I INTRODUCTION**I.1 Recording & publishing**

In accordance with the Local Government Act (1993), Cowra Council is recording this meeting and will upload the recording to Council's website. By speaking at this meeting, you agree to being recorded and having that recording published in the public domain. Please ensure that when you speak at meetings you are respectful to others and use appropriate language at all times. Cowra Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this meeting.

I.2 Acknowledgement of Country

We acknowledge the traditional custodians of the land on which we gather, the Wiradjuri people, and pay our respects to elders both past and present.

I.3 Apologies and Applications for Leave of Absence by Councillors

List of apologies for the meeting.

I.4 Disclosures of Interest

Councillors and staff please indicate in relation to any interests you need to declare:

- a. What report/item you are declaring an interest in?
- b. Whether the interest is pecuniary or non-pecuniary?
- c. What is the nature of the interest?

I.5 Presentations**2 CONFIRMATION OF MINUTES**

Confirmation of Minutes of General Committee Meeting held on 9 February 2026



MINUTES

**General Committee Meeting
Monday, 9 February 2026**

Order Of Business

| | | |
|----------|--|-----------|
| 1 | Introduction..... | 3 |
| 1.1 | Recording & Publishing..... | 3 |
| 1.2 | Acknowledgement of Country..... | 3 |
| 1.3 | Apologies and Applications for Leave of Absence by Councillors..... | 3 |
| 1.4 | Disclosures of Interest..... | 3 |
| 1.5 | Presentations..... | 4 |
| 2 | Confirmation of Minutes..... | 4 |
| 3 | Director-Corporate Services Report | 4 |
| 3.1 | Policy Review - Public Interest Disclosures Policy | 4 |
| 4.1 | Investments and Financial Report..... | 4 |
| 4 | Director-Infrastructure & Operations Report | 4 |
| 4.1 | Strategic Infrastructure Requirements for Cowra Land Development and Growth..... | 4 |
| 4.2 | Request from Adjoining Landowner to Close and Purchase Council Road Reserve under the Roads Act 1993..... | 5 |
| 5 | Director-Environmental Services Report | 5 |
| 5.1 | Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra, change of use of a dwelling to community facility and addition of an activity room, lodged by Cowra Information & Neighbourhood Centre Inc. The property owner is Cowra Information & Neighbourhood Centre Inc. | 5 |
| 5.2 | Development Application No. 10.2025.122.1, Lot 11 DP 1306817, 174 Willowvale Road Cowra, garage, lodged by D A Walters. The property owner is D A & B A Walters..... | 13 |
| 6 | Late Reports..... | 17 |
| 4.2 | Councillor Queries..... | 17 |
| 7 | Notices of Motions..... | 17 |

**MINUTES OF COWRA COUNCIL
GENERAL COMMITTEE MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 9 FEBRUARY 2026 AT 5.45 PM**

- PRESENT:** Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Karren Cave, Cr Cheryl Downing, Cr Ruth Fagan, Cr Tony Horton, Cr Cheryl Speechley, Cr Erin Watt, Cr Peter Wright
- IN ATTENDANCE:** Paul Devery (General Manager), Alan Dalton (Director-Corporate Services), Larissa Hackett (Director-Environmental Services), Dirk Wymer (Director-Infrastructure & Operations)

I INTRODUCTION

1.1 Recording & Publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

Nil

1.4 Disclosures of Interest

Cr Erin Watt declared a non-pecuniary interest in relation to item 5.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra* as a family member is involved in the submission, and will leave the chamber during discussion of this item.

Cr Peter Wright declared a non-pecuniary interest in relation to item 4.2 *Request from Adjoining Landowner to Close and Purchase Council Road Reserve under the Roads Act 1993* as the adjoining land holder is a family member, and will leave the chamber during discussion of this item.

Cr Tony Horton declared a non-pecuniary interest in relation to item 5.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra* as a family member is employed by Cowra Information and Neighbourhood Centre, and will leave the chamber during discussion of this item.

Cr Nikki Kiss OAM declared a non-pecuniary interest in relation to item 5.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra* as she is the Chair of Cowra Information and Neighbourhood Centre, and will leave the chamber during discussion of this item.

Cr Cheryl Speechley declared a non-pecuniary interest in relation to item 5.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra* as a family member is employed at Cowra Information and Neighbourhood Centre, and will leave the chamber during discussion of this item.

1.5 Presentations

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Tony Horton
Seconded: Cr Nikki Kiss OAM

That the minutes of General Committee Meeting held on 8 December 2025 be confirmed.

CARRIED

3 DIRECTOR-CORPORATE SERVICES REPORT

3.1 Policy Review - Public Interest Disclosures Policy

COMMITTEE RESOLUTION

Moved: Cr Peter Wright
Seconded: Cr Erin Watt

That consideration of the adoption of the Public Interest Disclosures Policy be deferred to give council staff time to review questions raised by Council.

CARRIED

4.1 Investments and Financial Report

COMMITTEE RESOLUTION

Moved: Cr Nikki Kiss OAM
Seconded: Cr Erin Watt

That Council note the Investments and Financial Report for January 2026.

CARRIED

Cr Speechley arrived at this point in the meeting at 5:57 pm

4 DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

4.1 Strategic Infrastructure Requirements for Cowra Land Development and Growth

COMMITTEE RESOLUTION

Moved: Cr Nikki Kiss OAM
Seconded: Cr Tony Horton

That the information provided on strategic level infrastructure requirements for Cowra be received and noted and used to inform the review of Developer Contribution Plans.

CARRIED

At 6:01 pm, Cr Peter Wright left the meeting.

4.2 Request from Adjoining Landowner to Close and Purchase Council Road Reserve under the Roads Act 1993

COMMITTEE RESOLUTION

Moved: Cr Ruth Fagan

Seconded: Cr Tony Horton

That Council proceed with the process for the proposed road closure of the road reserve that runs southwest off Glenerriffe Road Wattamondara and adjoins the railway line Lot 7016 DP 1291031, including public notification of the proposal and referral to various agencies and landowners who adjoin the road reserve.

CARRIED

At 6:03 pm, Cr Peter Wright returned to the meeting.

At 6:03 pm, Cr Cheryl Speechley, Cr Tony Horton and Cr Nikki Kiss OAM left the meeting.

5 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

5.1 Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra, change of use of a dwelling to community facility and addition of an activity room, lodged by Cowra Information & Neighbourhood Centre Inc. The property owner is Cowra Information & Neighbourhood Centre Inc.

COMMITTEE RESOLUTION

Moved: Cr Ruth Fagan

Seconded: Cr Cheryl Downing

1. **That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to Sections M.3.2 and M.3.5 of Part M of Council's Development Control Plan 2021 are sufficiently justified. The application was publicly notified, and one submission was received and has been satisfactorily addressed; and**
2. **That Council approves a variation to Sections M.3.2 and M.3.5 of Part M of Council's Development Control Plan 2021 for this development to allow a 4.465m driveway width and a 5.53m internal circulation width; and**
3. **That Development Application No. 10.2025.18.1, for the change of use of a dwelling to community facility and addition of an activity room on Lot 2 DP603501, 7 Vaux Lane Cowra be approved subject to the following conditions:**

GENERAL CONDITIONS

1. **Development is to be in accordance with approved plans.**

The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following

table except where modified by any conditions of this consent.

| Plan No./ Supporting Document | Prepared by/Reference Details | Cowra Shire Council Reference |
|---|---|---|
| Existing Site Plan Job 158/24 Drawing A001 | Vision Property Development Hub 15/8/2024 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Context Plan Job 158/24 Drawing A002 | Vision Property Development Hub 13/2/2025 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Proposed Site Plan Stage 2 Job 158/24 Drawing A003C | Vision Property Development Hub 10/11/2025 | Received 15/12/2025 Stamped DA 10.2025.18.1(C) |
| Demolition Plan Stage 2 Job 158/24 Drawing A004 | Vision Property Development Hub 15/11/2024 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Existing Floor Plan Job 158/24 Drawing A101 | Vision Property Development Hub 15/8/2024 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Stage 1 Demolition Plan Job 158/24 Drawing A102 | Vision Property Development Hub 15/11/2024 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Proposed Stage 1 Floor Plan Job 158/24 Drawing A103 | Vision Property Development Hub 15/11/2024 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Proposed Floor Plan Stage 2 Job 158/24 Drawing A104A | Vision Property Development Hub 27/11/2025 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Proposed Dimensioned Floor Plan Stage 2 Job 158/24 Drawing A105 | Vision Property Development Hub 15/11/2025 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Proposed Elevations Stage 2 (North and South) Job 158/24 Drawing A201A | Vision Property Development Hub 27/11/2025 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Proposed Elevations Stage 2 (East and West) Job 158/24 Drawing A202A | Vision Property Development Hub 27/11/2025 | Received 22/8/2025 Stamped DA 10.2025.18.1(B) |
| Statement of Environmental Effects Version 6 | Vision Property Development Hub 27/01/2026 | Received 03/02/2026 Stamped DA 10.2025.18.1(E) |

| | | |
|--|-----------------------------|---|
| Traffic Impact Statement Ref 25.181r01v06 | Traffix 17 December 2025 | Received 18/12/2025 Stamped DA 10.2025.18.1(D) |
|--|-----------------------------|---|

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
 - (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
 - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
 - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
 - (iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.
4. All traffic movements in and out of the development are to be in a forward direction
5. Provide on-site parking for a minimum of 12 car parking spaces in accordance with the submitted plans. Car parking and trafficable areas shall be designed and maintained in accordance with Cowra Council Development Control Plan 2021.
6. Car parking facilities, including all internal parking and manoeuvring areas are to be constructed and sealed in accordance with Australian Standard 2890.1 Off-Street Car Parking and are to include all necessary line marking, directional arrows and signage to delineate parking spaces, traffic flow and traffic priority. All costs associated with the construction of the parking area shall be borne by the Applicant.
7. Parking for disabled persons is to be provided and signposted in accordance with the approved plans and the requirements of Australian Standard 2890.6. The access linking such parking areas to their associated developments shall generally not have gradients steeper than 1:14.
8. The primary entrances and pathways to the buildings are to comply with the requirements of the Disability (Access to Premises – Buildings) Standards 2010 and Australian Standard 1428.1-2021 Design for Access and mobility.

9. Tactile surface indicators shall be provided through the car park and pedestrian areas/walkways to assist vision impaired persons to access the premises.
10. An Annual Fire Safety Statement completed by a competent fire safety practitioner for all the Essential Fire Safety Measures applicable to the building must be given to Council and a copy forwarded to the Fire Commissioner via the dedicated email address afss@fire.nsw.gov.au:
 - (i) within 12 months after the date on which an annual fire safety statement was previously given, or
 - (ii) if a fire safety certificate has been issued within the previous 12 months, within 12 months after the fire safety certificate was issued, whichever is the later.

An Annual Fire Safety Statement must be issued using the standard template form published by the NSW Government. A copy of the Annual Fire Safety Statement (together with a copy of the current fire safety schedule) must also be prominently displayed in the building.

11. The approved hours of operation are:
 - 9:00am to 4:00pm Monday to Friday
 - Nil Saturday, Sunday, & Public Holidays

CONDITIONS TO BE COMPLIED WITH DURING DEMOLITION WORKS

12. Any works involving the removal and disposal of asbestos cement and other products containing asbestos must only be undertaken by contractors who hold a current WorkCover licence appropriate to the work being undertaken.
13. Any removal, transport and disposal of asbestos or other contaminated waste materials shall be controlled in accordance with the Work Health and Safety Act 2011 and the Safe Work Australia Code of Practice – How to Manage and Control Asbestos in the Workplace. Any delivery of asbestos waste to Cowra Shire Council's Materials Recycling Facility (MRF) must be pre-booked by phoning the MRF on (02) 6340 2140.
14. In the event of any damage being caused to the existing kerb, guttering, footpath, water mains, sewer mains or public roadway during demolition works, the applicant shall reimburse the Council for the full costs of repairing and making good. Any temporary cross-over material must not remain in the street gutter.
15. Any storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will

require separate approval under Section 68 of the Local Government Act 1993.

16. Demolition work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
17. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the development site prior to work commencing and shall be maintained for the term of the demolition to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the demolition site.
18. On the completion of any asbestos removal works, a Clearance Certificate is to be obtained in accordance with the *Work Health and Safety Regulations 2011* and provided to Council.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

19. Prior to the issue of a Construction Certificate, the Applicant is to submit a detailed Landscape Plan for the approval of the Principal Certifier. The plan is to be prepared in accordance with Part N of Cowra Council Development Control Plan 2021.
20. Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.
21. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

| Contribution Type | Proposed Cost of Development ¹ | Levy Percentage | Total Contribution | Contribution Rate Remains Current Until |
|---------------------------------------|---|-----------------|--------------------|---|
| Section 94A Contribution ² | \$466,737.46 | 1% | \$4,667.37 | 30 June 2026 |

Notes

¹ As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application

² Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au

22. Prior to the issue of a Construction Certificate, the Applicant must obtain consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

23. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
24. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.
25. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
26. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.
27. The Council's sewer main alignment and depth shall be accurately located and the greater of the following clearance criteria must be achieved prior to commencement of works:
- (i) A line taken at an angle of 45 degrees downwards from the lower edge of the proposed footing will not intersect Council's sewer main and its trench;
 - (ii) A minimum 1100mm between the building's footings and centre line of the sewer main;
 - (iii) The building and its footings are located outside any existing sewer easement.

If the above criteria cannot be achieved, the submission to, and approval by Council of designs prepared by a suitably qualified engineer for special footings adjacent to Council's sewer main is required prior to the commencement of works. Construction is to be supervised by an engineer and certified as being constructed in accordance with the approved design prior to issue of the final certificate or occupation of the dwelling, whichever is the earliest.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

28. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.
29. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
30. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
31. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
32. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.
33. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged in accordance with the approved stormwater management plan.
34. As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system. If no Council drainage system is available, the guttering and downpipes must be

discharged away from the building site onto a stable vegetated area in a manner that does not discharge concentrated storm water flow and cause nuisance or erosion to adjoining properties.

35. **All plumbing work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:**
- (a) **Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.**
 - (b) **External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.**
 - (c) **Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.**
 - (d) **Stormwater: When the stormwater and roof water drainage system has been completed.**

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION OR COMMENCEMENT OF USE

36. **The Applicant must not commence occupation or use of the community facility until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.**
37. **Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Vaux Lane in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.**
38. **Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.**
39. **Prior to the issue of any Occupation Certificate the Applicant shall ensure that all new vehicular parking areas, including the proposed staff car parking area are clearly defined and/or line-marked in accordance with Cowra Infrastructure & Operations Engineering Standards and Australian Standard 2890.1-2004 - Off Street Parking Facilities. A sign(s) that are conspicuous and legible from the proposed new access road, and from within the development site, shall be permanently displayed indicating the points of ingress and egress, to the proposed development. All costs associated with the identification and line marking of the car parking areas shall be borne by the Applicant and at no cost to Council.**
40. **A Fire Safety Certificate completed by a competent fire safety**

practitioner shall be furnished to the Principle Certifier for all the Essential Fire Safety Measures specified in the current fire safety schedule for the building, prior to the issue of any Occupation Certificate. The Fire Safety Certificate must be issued using the standard template form published by the NSW Government. A copy of the Fire Safety Certificate must be predominately displayed in the building and a copy submitted to Council by the Principle Certifier with the Occupation Certificate. An electronic copy of the Final Fire Safety Certificate (together with a copy of the current Fire Safety Schedule) shall also be forwarded to the Fire Commissioner via the following dedicated email address: afss@fire.nsw.gov.au

ADVICE

If, during work, an Aboriginal object is uncovered then **WORK IS TO CEASE IMMEDIATELY** and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

CARRIED

In Favour: Crs Paul Smith, Karren Cave, Cheryl Downing, Ruth Fagan, Erin Watt and Peter Wright

Against: Nil

CARRIED 6/0

At 6:10 pm, Cr Cheryl Speechley, Cr Tony Horton and Cr Nikki Kiss OAM returned to the meeting.

5.2 Development Application No. 10.2025.122.1, Lot 11 DP 1306817, 174 Willowvale Road Cowra, garage, lodged by D A Walters. The property owner is D A & B A Walters.

COMMITTEE RESOLUTION

Moved: Cr Ruth Fagan

Seconded: Cr Tony Horton

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variation to Section G.4.4.2 of Part G of Council's Development Control Plan 2021 is sufficiently justified, and the application was publicly notified and one submission was received; and
2. That Council approves a variation to Section G.4.4.2 of Part G of Council's Development Control Plan 2021 for this development to allow a maximum building height of 5.67 metres; and
3. That Development Application No. 10.2025.122.1, for the construction of a garage on Lot 11 DP 1306817, 174 Willowvale Road Cowra be subject to the following conditions:

GENERAL CONDITIONS

1. Development is to be in accordance with approved plans.

The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following table except where modified by any conditions of this consent.

| Plan No./ Supporting Document | Prepared by/Reference Details | Cowra Shire Council Reference |
|---|---|--|
| Site Plan Sheet No. 1 | M A Steel 04/12/2025 | Received 8/12/2025 Stamped DA 10.2025.122.1 |
| Site Plan Sheet No. 3 | M A Steel 04/12/2025 | Received 8/12/2025 Stamped DA 10.2025.122.1 |
| Elevations Sheet 7 of 7 | Fair Dinkum Build Young Job No. FDYO141144 5/12/2025 | Received 10/12/2025 Stamped DA 10.2025.122.1(A) |
| Statement of Environmental Effects (Amended) | MA Steel | Received 10/12/2025 Stamped DA 10.2025.122.1(A) |

In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. Building colours are to be the Colorbond colours as follows:
- Basalt roof, trims & doors
 - Southerly for the wall sheeting.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

4. Prior to the issue of a Construction Certificate, a Landscaping Plan prepared in accordance with Part N of Cowra Council Development Control Plan 2021 shall be submitted to Council for approval. The aim of the plan is to assist to screen the development from the adjoining land uses to the east.
5. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works

commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.

6. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work.
7. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
8. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

9. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.
10. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
11. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
12. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
13. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building

rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

14. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION OR COMMENCEMENT OF USE

15. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.
16. The Applicant must not commence occupation or use of the garage until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.

ADVICE

- If, during work, an Aboriginal object is uncovered then **WORK IS TO CEASE IMMEDIATELY**, and the Office of Environment & Heritage is to be contacted urgently on (02) 6883 5300. Under the National Parks and Wildlife Act 1974 it is an offence to harm an Aboriginal object or place without an 'Aboriginal heritage impact permit' (AHIP). Before making an application for an AHIP, the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.
- If excavating, it is recommended you go to **Before You Dig Australia** at www.byda.com.au and lodge a free enquiry that helps keep people safe and protect underground infrastructure

CARRIED

AMENDMENT

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss OAM

That consideration of Development Application No. 10.2025.122.1, Lot 11 DP 1306817, 174 Willowvale Road Cowra, garage, be deferred until a noise assessment is conducted and a report submitted to Council. Additionally, a noise limitation be included in the draft Conditions of Consent, for the ongoing use of the shed, once constructed.

LOST

In Favour: Cr Cheryl Downing, Cr Erin Watt and Cr Peter Wright

Against: Cr Paul Smith, Cr Nikki Kiss OAM, Cr Cheryl Speechley, Cr Karren Cave, Cr Tony Horton and Cr Ruth Fagan

THE ORIGINAL MOTION WAS PUT AND CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Karren Cave, Ruth Fagan, Tony Horton and Cheryl Speechley

Against: Crs Cheryl Downing, Erin Watt and Peter Wright

CARRIED 6/3

6 LATE REPORTS

4.2 Councillor Queries

COMMITTEE RESOLUTION

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That council note the responses provided to questions raised after the agenda was published.

CARRIED

7 NOTICES OF MOTIONS

Nil

The Meeting closed at 6:58pm.

The Minutes of this meeting are confirmed at the General Committee Meeting held on 9 March 2026.

.....
CHAIRPERSON

3 MAYORAL MINUTE

3.1 Mayoral Minute - Minister for Local Government Correspondence: Joint Organisation

File Number: D26/299

Author: Paul Smith, Mayor

RECOMMENDATION

That Council:

1. Receive and note the Minister for Local Government's correspondence dated 9 February 2026 regarding the review of Joint Organisations.
2. Advise the Office of Local Government that Cowra Shire Council's preference is to continue its membership of the Central NSW Joint Organisation (CNSWJO) within the existing regional structure.
3. Authorise the Mayor and General Manager to submit a written response to the Office of Local Government by 31 March 2026 confirming Council's position.

INTRODUCTION

This report advises of the Minister for Local Government's correspondence dated 9 February 2026 regarding a statewide review of Joint Organisation (JO) boundaries and memberships, and to seek Council's endorsement of Cowra Shire Council's preferred position - namely, to continue as a full and active member of the Central NSW Joint Organisation (CNSWJO).

BACKGROUND

The Minister has invited all councils to indicate by 5pm, Tuesday 31 March 2026 whether they wish to:

- remain a member of their current JO,
- join a different JO,
- create a new JO,
- withdraw from a JO, or
- not participate in a JO at all.

The Minister notes:

- several JOs are currently inactive or in hiatus,
- some councils are requesting realignment,
- the State intends to reset proclamations establishing JO boundaries and governance for the next four years.

The Minister also emphasises that regional collaboration should be led voluntarily by councils and structured in ways that deliver meaningful regional outcomes.

Discussion

Strong Performance of the Central NSW Joint Organisation (CNSWJO)

Unlike the JOs referenced by the Minister as being in hiatus, the CNSWJO has remained active, stable, and effective since establishment. Its member councils - including Cowra - benefit from:

- Mature, long-standing collaboration, building on prior Central NSW ROC arrangements.
- Shared regional strategic planning, including freight and transport priorities, regional water planning, and joint environmental programs.
- Collective advocacy, which has historically secured improved funding outcomes and policy influence across the region.
- Operational efficiencies, including procurement collaboration and shared technical expertise across a range of disciplines from water operations to cyber security.

CNSWJO is widely regarded as one of the better functioning JOs in NSW, with consistent participation, high quality governance, and a cohesive regional identity.

Alignment with Cowra's Strategic Interests

Participation in the CNSWJO directly supports multiple objectives of Cowra's Community Strategic Plan, particularly around:

- Regional water planning
- Regional and local transport planning
- environmental sustainability, and
- inter council collaboration.

Cowra's geographic, social, and economic ties to the Central West region make CNSWJO the natural and most strategically beneficial partnership framework.

Risks of Changing JO Membership or Withdrawing

Changing membership, or participating in the creation or dissolution of JOs, would expose Council to:

- Loss of influence within a well performing and established regional network;
- Potential misalignment with councils outside Cowra's established functional region;
- Reduced access to coordinated grant advocacy, noting that the State intends to use JO arrangements for future certainty in grant funding channels;
- Administrative and transition burdens, including governance resets and possible duplication of regional structures;
- Fragmentation of regional collaboration, which contradicts the Minister's intent for stable four-year JO arrangements.

Voluntary, Region-Led Continuity

The Minister expressly states that collaboration should be voluntary and region driven. Cowra's involvement in the CNSWJO is precisely that - longstanding, voluntary, productive, and well-aligned with the regional aspirations of Central NSW councils.

Given the long-standing performance outlined in this report it is recommended Cowra Council advise the Minister of its desire to remain a part of the Central NSW Joint Organisation.

Central NSW Joint Organisation Board Position

This matter was considered by the Board of the Joint Organisation at its meeting on February 26. A copy of the report to the board is included at Attachment 2. The following resolution was passed by the board:

RESOLUTION 26/02 – 9c

Moved: Cr Robert Taylor

Seconded: Cr Tony Mileto

That the Board note the JO Framework Review Report and write to the Minister for Local Government:

- 1. insisting that the NSW Government refrain from undertaking major structural changes to the JO model and instead address the root causes of previous underperformance by implementing the ARTD review in full, which includes mandating state-agency engagement, strengthening OLG's support role, and ensuring that JO's operate within a consistent, state-supported framework, preventing a slide back into the fragmented mix of JOs, ROCs, alliances and ad-hoc arrangements that the JO model was designed to replace,*
- 2. advising that the CNSWJO Board wishes to remain as a Joint Organisation and is open to exploring welcoming new members, and*
- 3. requesting the following issues be further examined:*
 - a. that ARIC, reporting, and audit requirements for Joint Organisations be reduced to reflect their lower risk profile,*
 - b. that OLG advance the 2021 Joint Organisation Review recommendation to fund capacity building and provide ongoing investment in JOs, noting that state agencies benefit from JO collaboration and coordination yet do not contribute financially,*
 - c. that General Managers be reinstated as voting members, and*
 - d. that Mayors and General Managers be able to nominate an appropriate delegate to attend a meeting in their place, as needed.*

CARRIED

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Correspondence from Minister for Local Government - Joint Organisations [↓](#)
2. Report to CNSWJO Board Meeting - Proposal for Restructure of Joint Organisations [↓](#)

The Hon. Ron Hoenig MP

Leader of the House in the Legislative Assembly
Vice-President of the Executive Council
Minister for Local Government



Our Ref: A989543

Her Worship the Mayor
Cr Paul Smith
Cowra Shire Council

Mr Paul Devery
General Manager
Cowra Shire Council

via email: _____
cc: council@cowra.nsw.gov.au

Dear Cr Smith and Mr Devery,

I write to you regarding a refresh to the framework that governs Joint Organisations (JOs) in NSW.

While visiting councils across the State, I have heard clearly that the JO model is not delivering for all councils. Five of the 13 JOs are in hiatus and some councils wish to collaborate with different JOs than the ones they were assigned to in 2018. While some groups of Councils work very well within the JO format, others prefer to use Regional Organisations of Councils to collaborate.

As a former President of a Regional Organisation of Councils, I know first-hand that regional collaboration can deliver better policy outcomes and improved service delivery for communities – but only when it is voluntarily led by civic leaders in a region, who can see a political and organisational benefit from co-operating. Councils should be free to collaborate in a form they see fit, and I want to ensure the State is not putting unnecessary restrictions or requirements on how you may wish to come together.

I have asked the Office of Local Government to undertake a review of JO memberships and boundaries. Existing JOs that are in hiatus may apply to be wound up and councils may apply to join a different JO to the one they are currently in. Should metropolitan councils wish to form JOs, that can be considered through this process.

I intend that the arrangement of Joint Organisations produced through this review should be consistent for at least a period of four years in order to provide certainty to Government agencies that provide grants, as well as for strategic planning and organisational purposes. In the long-run, the Government intends to perform regular reviews of Joint Organisation memberships within 12 months of regularly scheduled Local Government elections.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6150
nsw.gov.au/ministerhoenig

1

To deliver this opportunity, I am seeking your advice and intention on whether your council wants to be a member of a JO, and the JO that it would like to join, create, withdraw from, or retain membership of.

I invite you, along with all councils in NSW, to provide this information back to OLG by 5pm Tuesday 31 March 2026. Based on your preferences, the NSW Government will then prepare a new suite of proclamations for the Governor to reset JO statuses, memberships, boundaries and governance arrangements for NSW.

By writing to every Lord Mayor and Mayor in the State, I am giving you an opportunity to talk to your colleagues and present me with a lasting, council-driven solution to regional collaboration.

I have asked Brett Whitworth PSM, Deputy Secretary of Office of Local Government in the Department of Planning, Housing and Infrastructure to organise a number of information sessions to help address any questions that you may have. More information on these sessions, and this process, will be available shortly.

Please provide your preferences directly to OLG at olgcouncil@olg.nsw.gov.au. If you have any further questions, please contact OLG's Engagement team on [1300361130](tel:1300361130) or your OLG Council Engagement Manager.

Yours sincerely,

The Hon. Ron Hoenig MP
Leader of the House in the Legislative Assembly
Vice-President of the Executive Council
Minister for Local Government

9 February 2026

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6150
nsw.gov.au/ministerhoenig

2

Board Meeting Agenda

26 February 2026- Grenfell

9c JO Framework Review Report

Report Author: Interim Executive Officer

Strategic Alignment: Priority 1: Leveraging our reputation and strength in collaboration

Attachments: 1. [Correspondence from the OLG re a refresh to the framework that governs Joint Organisations \(JOs\) in NSW.](#)**RECOMMENDATION**

That the Board note the JO Framework Review Report and write to the Minister for Local Government:

- insisting that the NSW Government refrain from undertaking major structural changes to the JO model and instead address the root causes of previous underperformance by implementing the ARTD review in full, which includes mandating state-agency engagement, strengthening OLG's support role, and ensuring that JO's operate within a consistent, state-supported framework, preventing a slide back into the fragmented mix of JOs, ROCs, alliances and ad-hoc arrangements that the JO model was designed to replace,
- advising that the CNSWJO Board wishes to remain as a Joint Organisation with its current membership,
- requesting that ARIC, reporting, and audit requirements for Joint Organisations be reduced to reflect their lower risk profile, and
- requesting that OLG advance the 2021 Joint Organisation Review recommendation to fund capacity building and provide ongoing investment in JOs, noting that state agencies benefit from JO collaboration and coordination yet do not contribute financially.

EXECUTIVE SUMMARY

Councils and Joint Organisations in NSW have recently received correspondence from the NSW Office of Local Government (OLG) regarding a refresh of the framework that governs Joint Organisations in NSW.

The Minister is seeking a response from JOs by 31 March 2026 detailing whether the JO intends to:

- continue under its current structure,
- refresh its membership and structure, or
- dissolve.

The letter to Councils seeks advice by 31 March 2026 on whether:

- the council wants to be a member of a JO, and
- the JO that it would like to join, create, withdraw from or retain membership of.

This report seeks to provide the Board with advice on:

- value of collaboration
- key differences between a JO and a voluntary collaboration (e.g. a Regional Organisations of Councils (ROC))
- advantages of remaining a Joint Organisation
- advantages of an alternate non-JO model
- costs

- JOEO and JO Chairs collaboration
- growing interest and support from state agencies
- JO review report 2021

The report highlights that, while some improvements and reduced burden around ARICs, audit and reporting requirements should be made, overall the functioning of the JO as a standalone entity is positive, and the transition from a Section 355 Committee of a host Council to a JO has been a process over the past 8 years, including significant improvements including:

- ability to employ staff,
- a consistent salary structure, recognising the influence without authority element that JO staff have in their positions,
- ability to execute contracts,
- application, management and acquittal of grants, and
- separate finances to host Council.

This report recommends that the Board write to the Minister for Local Government:

- insisting that the NSW Government refrain from undertaking major structural changes to the JO model and instead address the root causes of previous underperformance by implementing the ARTD review in full, which includes mandating state-agency engagement, strengthening OLG's support role, and ensuring that JO's operate within a consistent, state-supported framework, preventing a slide back into the fragmented mix of JOs, ROCs, alliances and ad-hoc arrangements that the JO model was designed to replace,
- advising that the CNSWJO Board wishes to remain as a Joint Organisation with its current membership,
- requesting that ARIC, reporting, and audit requirements for Joint Organisations be reduced to reflect their lower risk profile, and
- requesting that OLG advance the 2021 Joint Organisation Review recommendation to fund capacity building and provide ongoing investment in JOs, noting that state agencies benefit from JO collaboration and coordination yet do not contribute financially.

Feedback is welcomed from members on alternate options, noting though that the deadline for a response to the Minister is 31 March 2026.

REPORT

Background

The Central NSW Joint Organisation was proclaimed by the then Minister of Local Government on 11 May 2018. Prior to this date, the collaboration of councils in Central NSW existed as the voluntary Central NSW Regional Organisation of Councils (Centroc).

Centroc was involved as a pilot region in the initial stages of the formation of Joint Organisations and provided considerable input and direction into the process.

The Minister for Local Government has recently written to all JOs seeking a response from by 31 March 2026 detailing whether the JO intends to:

- continue under its current structure,
- refresh its membership and structure, or
- dissolve.

Value of Collaboration

The Board would be aware that the CNSWJO has a strong focus on delivering value to members. This is evident in the Return on Investment (ROI) over recent years. ROI has been calculated since 21/22 and is as follows:

- 2021/2022: **7.6:1**
- 2022/2023: **9.4:1**
- 2023/2024: **9.3:1**
- 2024/2025: **6.3:1**

The average ROI to members since 2021 is **8.1:1**.

The reduced ROI in 24/25 compared to previous years relates to the lack of comparative electricity contracts to enable cost savings to be calculated.

Since the CNSWJO’s inception in 2018, members have:

- spent \$141m through JO regional contracts
- saved \$18m through regional contracts and other programming
- received \$8.7m in grant funding

CNSWJO has lodged 114 submissions on behalf of members.

The 2024-2025 Annual Performance Statement can be found in this [link](#). The 2025-2029 Strategic Plan and Statement of Strategic Regional Priorities can be found in this [link](#).

Key differences between JOs and ROCs

The following table sets out the key differences between JOs and ROCs.

| Item | ROC (Section 355 of a Council) | JO |
|------------|--|--|
| Membership | Voluntary, allows for membership changes easily. | Proclaimed under the LG Act. Currently difficult to join/leave. |
| Insurances | Under the host council’s policy | Holds own insurances |
| Employment | Through host council (or alternate employing council as was the case with Centroc where staff were employed through 3 separate councils) | Staff employed via the JO. Payroll and HR services provided by a member council. |
| Contracts | Executed and held by the host council on behalf of other member councils. | Executed and held by the JO |
| Grants | Executed and held by the host council on behalf of other member councils. | Executed and held by the JO |
| Banking | While the bank account was in Centroc’s name, it was under the umbrella of the council. Requires host council to provide signatories and other financial support | JO’s own account. |
| Audit | Part of the host council’s audit. | Own audit process |

| Item | ROC (Section 355 of a Council) | JO |
|--------------------|--|---|
| ARIC | Not required. | Legislated for JOs to have an ARIC. |
| Strategic Planning | Not mandated | Statement of Strategic Regional Priorities required under the LG Act. Reviewed every term of council. |
| Payroll | Facilitated by employing councils | Facilitated by CNSWJO, with support from Bathurst Regional Council for a fee. |
| HR and IT support | Provided by individual member councils | Provided by Bathurst Regional Council through an SLA which includes rent for Bathurst office. |

Advantages of remaining a Joint Organisation

The following table highlights many of the advantages of remaining as a Joint Organisation rather than transitioning to an alternate model. A Section 355 Committee of a member council is used as a comparison, however other alternatives may be considered such as an incorporated entity. It is noted that to become an incorporated entity Ministerial approval is necessary with the requirement to demonstrate that there is no other workable model available. While the JO legislation exists, it may be difficult to prove there is no viable alternative.

Should a Section 355 of a council be considered, this would require the member council to employ staff, hold contracts on behalf of the region, hold insurances and bank accounts, acquit grants etc. Currently all of this is done in-house through the CNSWJO with minimal impact on any host council.

| Focus Area | Advantages of remaining a Joint Organisation |
|--------------------------------------|---|
| Statutory Legitimacy and Functions | Unlike ROCs, Joint Organisations are established as statutory bodies under the <i>Local Government Act 1993</i> , giving the CNSWJO a formal mandate to lead regional advocacy and to coordinate collaboration among member councils and across tiers of government. This statutory standing also provides state and Commonwealth agencies with confidence and clarity when engaging and partnering with the organisation. |
| Membership | Membership remains stable through the current JO approach where proclamations are required to join/leave a JO. The letter from the Minister indicated that a review of membership could take place every 4 years though. Historically Centroc had a membership that changed often, with anywhere between 12 to 18 member councils at any given time between 2010 and 2018. The ongoing membership changes created challenges in long term budgeting for the organisation, along with procurement and program certainty and staff resourcing. |
| Capacity to deliver Board priorities | The allocation of limited available staff resources to work on establishing a new corporate model (i.e. to establish a ROC) and to wind down the operations of the JO would significantly distract from progressing implementation of the Board’s current shared priorities as agreed in November 2025. |
| Human Resources | All staff within the CNSWJO are employed under the NSW Local Government Award. Significant effort was undertaken to bring JO staff across from employing councils to the JO, commencing on 1 July 2024. The employment transition allowed for a streamlined and consistent salary structure, which included the |

| Focus Area | Advantages of remaining a Joint Organisation |
|------------------------------------|--|
| | <p>recognition of the ‘influence without authority’ element of JO staff roles which was not previously recognised under any employing council arrangement.</p> <p>Any transition would involve significant staff consultation, time and monetary impacts which may lead to reduced staff morale and the loss of staff, after having recently gone through the process of alignment, which was well received by staff.</p> |
| Financial | <p>There is a financial cost in changing to a ROC model. The JO has spent considerable effort and resources in transitioning across to a JO model, including setting up bank accounts, credit cards, payroll, MYOB etc.</p> <p>Of key concern is the fact that if this were to occur, the governance obligations of the JO would still need to be met (and financed) until a change in the proclamation required to dissolve the Joint Organisation occurred.</p> |
| Compliance Obligations (e.g. ARIC) | <p>There is undoubtedly compliance obligations placed on Joint Organisations being a local government entity, particularly in relation to ARIC and auditing.</p> <p>CNSWJO is in the process of setting up a Shared ARIC with the Hunter JO and the Illawarra Shoalhaven JO, commencing on 1 June 2026, where previously these JOs have resisted the formation of an ARIC. The Shared ARIC is budgeted at \$15k per year as a ‘lite’ offering.</p> |
| Collaboration with NSW Government | <p>More broadly, recognition of the role that Joint Organisations can contribute to supporting their member councils; to providing a mechanism through which to engage collectively with the NSW Government; and to facilitate place-based delivery of NSW Government policy and program initiatives across regional NSW is continuing to grow. This is reflected in increasing engagement by State Government with Joint Organisations across the state, and in some parts of the State, additional councils seeking to become members of a Joint Organisation.</p> |

Advantages of an alternate non-JO model

The main advantage of moving away from the JO model is the reduced compliance and reporting requirements which are currently a significant cost to the CNSWJO.

Costs

The following table highlights the cost differences between running a ROC as a Section 355 Committee and a JO:

| Item | ROC (2017 cost + 3% pa) | JO (in 2026) |
|--|-------------------------|----------------------------|
| Audit costs | \$9,500 | \$24,000 (inc. accounting) |
| ARIC | \$0 | \$15,000 |
| Secretariat support (host Council) | \$47,000 | \$0 |
| Payroll support (currently outsourced to Bathurst Council) | \$0 | \$33,000 |
| Total | \$56,500.00 | \$72,000.00 |

It is therefore approx. \$15,000 more expensive per year to run a JO than it is to run a ROC based on the above items.

Should the Board decide to remain as a Joint Organisation, it is recommended that it lobby the OLG to remove the requirement for JOs to have an ARIC. This would have the effect of the JO being cost comparative to the ROC to run.

If the Board wishes to explore an alternate model beyond a JO and Section 355 Committee of a member councils, such as an incorporated entity, this can be facilitated.

It is important to note that an incorporated entity would become liable for payroll tax at a rate of 5.45% once total wages exceed the \$1.2 million threshold. Based on current projections, JO staff wages for 2025–26 are estimated at \$1.16 million. If wage costs exceed the threshold, the organisation would incur additional payroll tax expenses of approximately \$60,000.

JOEO and JO Chairs collaboration

A strong collaboration has been built with other JOs and ROCs across the state, both through the Joint Organisation Executive Officers (JOEO) Network which meets online monthly, and the JO Chairs Forum which meets in-person quarterly. These groups provide an opportunity for cross-region advocacy and projects which benefit member councils of each JO and ROC. It is noted that the Network and Forum both include the Riverina Eastern Regional Organisation of Councils (REROC) and is open to non-JO collaborations to attend.

Due to the strength of the Network and Forum, it is highly likely that they will continue should any JOs change from a JO to an alternate model.

Growing interest and support from state agencies

Feedback provided by staff within varying state government agencies is that the JO model provides a level of certainty, governance and accountability. This is evident through a number of programs funded through the NSW Dept of Climate Change, Energy, the Environment and Water (DCCEEW) that CNSWJO (and other JOs) have been the recipients of. These include:

- Joint Organisation Net Zero Accelerator (JONZA) program (3.5 years of funding to embed a resource into 9 JOs),
- EV funding from the Net Zero Transport Team via JONZA (project delivery funding),
- Landfill emissions funding from the EPA via JONZA (18 months of funding to embed a resource into the CNSWJO), and
- Water loss management program (funding over 5 years for resource embedment and project delivery).

The Joint Organisation model is increasingly being recognised by state agencies as an effective way to engage with a collective group of councils across a region. While this recognition has taken time to build, it continues to strengthen as agencies see the value of coordinated regional collaboration.

JO Review Report 2021

In 2021, the OLG engaged ARTD Consultants to facilitate a review of the JO model. The Volume 1: overview report can be found [here](#) and the Volume 2: joint organisation profiles can be found [here](#). The key findings from the review were:

1. *Develop a performance framework for JOs which sets clear, measurable performance targets for each core function. These should be tailored and reflect the maturity of individual JOs. Performance should be regularly reviewed against these targets and should be used to identify*

priorities for capacity building and opportunities for additional support and resourcing, where agreed with the JO.

2. *Develop a tailored approach to capacity building and ongoing investment, that recognises the different membership structure and socioeconomic contexts in which JOs operate. This may include subsidising the costs of audits conducted by the NSW Audit Office.*
3. *Use audit and compliance information to identify joint organisations whose governance processes require strengthening.*
4. *Create a Partnerships Officer role to support NSW Government agencies to showcase JOs as a strong and respected partner for the NSW Government.*
5. *Encourage NSW Government agencies to prioritise investing in the JO network for major regional projects and initiatives, recognising that JOs are entities with robust legislative and regulatory frameworks*
6. *Develop guidelines that set out the circumstances in which the Minister may consider a realignment of JO boundaries for a region to ensure JOs are enabled to reach their full potential.*
7. *Prioritise OLG resources to support JOs to work more effectively within the framework of the Local Government Act and regulations and to encourage JOs to reach their full potential.*
8. *Continue to support regular meetings of the forum of JO Chairs as a means of securing strategic collaboration between Chairs, Members of Parliament and NSW Government agency executives on key issues impacting on regional NSW.*
9. *Use the existing governance structures and strategic collaboration frameworks, particularly the JO Chairs Forum and General Managers Advisory Committees to profile successful projects and initiatives and showcase best practices. This will assist all JOs on their development to maturity.*
10. *Encourage JOs to work with member councils to ensure a better understanding within councils of their role in supporting regional collaboration and progressing regional priorities.*
11. *Consider ways of encouraging all eligible councils to belong to a joint organisation.*

Unfortunately, many of the recommendations provided which would have strengthened Joint Organisations were not progressed by the OLG. Despite this, there are many functional Joint Organisations operating in NSW including CNSWJO.

It is recommended that a letter be written to the Minister requesting the NSW Government refrain from any major structural changes to the JO model and instead address the real causes of past underperformance by fully implementing the ARTD review—mandating agency engagement, strengthening OLG's support, and ensuring JOs operate within a consistent, state-supported framework that avoids a return to fragmented regional arrangements.

Conclusion

Based on the above information and consideration of the pros and cons of remaining a JO compared with moving to an alternate model, it is recommended that the JO write to the Minister for Local Government:

- insisting that the NSW Government refrain from undertaking major structural changes to the JO model and instead address the root causes of previous underperformance by implementing the ARTD review in full, which includes mandating state-agency engagement, strengthening OLG's support role, and ensuring that JO's operate within a consistent, state-supported framework, preventing a slide back into the fragmented mix of JOs, ROCs, alliances and ad-hoc arrangements that the JO model was designed to replace,
- advising that the CNSWJO Board wishes to remain as a Joint Organisation with its current membership,

Board Meeting Agenda

26 February 2026- Grenfell

- requesting that ARIC, reporting, and audit requirements for Joint Organisations be reduced to reflect their lower risk profile, and
- requesting that OLG advance the 2021 Joint Organisation Review recommendation to fund capacity building and provide ongoing investment in JOs, noting that state agencies benefit from JO collaboration and coordination yet do not contribute financially.

Financial Implications

This financial impact is dependent on the collaboration model. The ROC model (as a Section 355 Committee) provides reduced costs in relation to audit, reporting and ARIC. An incorporated entity model (yet to be confirmed as a viable option) could see costs associated with payroll tax of \$60k per annum which is not applicable to a JO or Section 355 Committee.

The costs for audit and ARIC for the CNSWJO are currently budgeted at around \$40k per year, compared to \$9.5k for audit costs under the Section 355 Committee model.

Risk Implications

The following risks are identified in relation to this report:

- 14 Failure of the JO network leads to less investment in the network by the NSW government (knock on effects to Councils and community)
- 54 Compliance burden of the JO model e.g. ARIC

Policy Implications

Nil identified.

Legislative Implications

The letter from the Minister seeks advice from councils, JOs and other collaborations regarding their membership of the currently proclaimed JOs. Should the Board decide to move to an alternate model, the requirements for the organisation to meet its legislative requirements will continue until a new proclamation is made and there has been no timeframe set for this.

4 GENERAL MANAGERS REPORT**4.1 Council Representation on Country Universities Centre - Cowra Region Board**

File Number: D26/263

Author: Paul Devery, General Manager

RECOMMENDATION

That Cr Peter Wright replace Cr Cheryl Speechley as Council's representative on the Country Universities – Cowra Region Board.

INTRODUCTION

Cr Cheryl Speechley, Council's representative on the Country Universities Centre – Cowra Region Board, has indicated the timings of the board meetings conflict with other commitments and it would be in the best interests of all parties if she stood down from the role.

I understand the mayor has discussed this matter with Councillors and is recommending that Cr Peter Wright should be nominated to replace Cr Speechley as council's representative.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5 DIRECTOR-CORPORATE SERVICES REPORT

5.1 Section 355 Committee Minutes - Australian Chapter of the World Peace Bell Association

File Number: D26/253

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the minutes of the Australian Chapter of the World Peace Bell Association meeting held on 14 October 2025 and the draft minutes of the meeting held on 17 February 2026.

INTRODUCTION

The Minutes and draft Minutes of Cowra Shire Council's Section 355 Committee are presented for noting and consideration.

BACKGROUND

Attached for Councillors' information are the Minutes of the Australian Chapter of the World Peace Bell Association held on 14 October 2025, together with the draft Minutes of the meeting held on 17 February 2026.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Minutes - Australian Chapter of The World Peace Bell Association - 14 October 2025 [↓](#)
2. Draft Minutes - Australian Chapter of The World Peace Bell Association - 17 February 2026 [↓](#)



MINUTES

**Australian Chapter of The World
Peace Bell Association Meeting
Tuesday, 14 October 2025**

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES**

14 OCTOBER 2025

Order Of Business

1 Apologies3

2 Confirmation of Minutes.....3

3 General Business.....3

3.1 2025 Cowra World Peace Day Youth Forum 3

3.2 2025 Cowra Youth Peace Award..... 3

3.3 Cowra Rotary Peace Day Dinner 2025 4

3.4 Delegation of the Australia Indonesia Association (AIA) - World Peace Bell
Ceremony - Saturday 8 November 2025 4

4 Business Without Notice4

5 Next Meeting Date4

6 Meeting Close.....4

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES**

14 OCTOBER 2025

**MINUTES OF COWRA COUNCIL
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION
MEETING HELD AT THE KENDAL STREET CAFE
ON TUESDAY, 14 OCTOBER 2025 AT 10:00 AM**

PRESENT: Cr Cheryl Downing (Chairperson), Ian Brown (Deputy), Cr Erin Watt, Maggie Wright, Doug Wright, Jan Munday

IN ATTENDANCE: **Linda Barron** (Community Development Officer), Emma Millward (Community Development Officer)

1 APOLOGIES

Ian Docker

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 9 September 2025 be confirmed.

Moved: Cr Downing

Seconded: Ian Brown

3 GENERAL BUSINESS**3.1 2025 Cowra World Peace Day Youth Forum**

The 2025 Cowra Youth Peace Forum was held on Thursday 18th September 2025 at the Cowra Civic Centre.

65 students attended from Cowra High School, St Raphael's Catholic School, Mulyan Public School, Cowra Public School and Woodstock Public School.

Students completed an evaluation form on the Forum's completion, with 42% of students selecting an 'Excellent' overall impression of the Forum, 39% selecting 'Very Good', 18% selecting 'Good' and 1% selecting 'Satisfactory'.

Positive teacher feedback included the catering, amazing guest speaker and the opportunity to present creative skit presentations. Improvement suggestions included a briefing for teachers on arrival, pre-warning about table sizes and UN workshop content to be tailored for Years 6 to 9 (some material targeted at Years 10 to 12).

High praise received for the 2025 guest speaker at the Forum, Ruby Riethmuller, Deputy Commissioner of the Mental Health Commission of NSW and the Founder and CEO of Womn-Kind.

3.2 2025 Cowra Youth Peace Award

The biennial Cowra Youth Peace Award aims to recognise the contribution young people make to building a more peaceful world and is open to nominees aged 14-25yrs who live, work or study in the Cowra Shire.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES****14 OCTOBER 2025**

Nominations opened on 6 August 2025 and closed 7 September 2025.

Six nominations were received this year.

A media release and social media post on the nominees was issued on 12 September 2025.

Committee members on the judging panel – Cr Cheryl Downing (Chair), Ian Brown (Deputy Chair) and Maggie Wright (committee member) – met to consider the nominations and select the 2025 winner.

All award nominees bar one attended the 2025 Cowra Peace Day Dinner with their families for the Award Presentation as guests of the Australian Chapter of the World Peace Bell Association.

The 2025 Cowra Youth Peace Award recipient was Laura Price.

3.3 Cowra Rotary Peace Day Dinner 2025

Ian Docker to report back next meeting.

3.4 Delegation of the Australia Indonesia Association (AIA) - World Peace Bell Ceremony - Saturday 8 November 2025

This year the Australia Indonesia Association (AIA) celebrates their 80th Anniversary, which includes the Indonesian Festival of Unity in Diversity in Cowra, scheduled for the weekend of the 8 and 9 November 2025.

As part of their proposed program in Cowra, the AIA would like to conduct a Peace Bell Ceremony on Saturday 8 November 2025 at approximately 1.30PM.

Cr Cheryl Downing (Chair), Ian Brown (Deputy Chair) to officiate the ceremony. Emma to prepare a draft run sheet for approval.

The Cowra Vocal Ensemble has offered to sing the finale of 'Path to Peace' (part of the World Peace Suite) as part of the Ceremony. Lusi Austin is unavailable to recite her poem that formed part of the same Peace Suite as part of the Ceremony and is finding a substitute to perform.

4 BUSINESS WITHOUT NOTICE

The Cowra Civic Centre Manager received an enquiry from visitors the Centre had Peace Bell merchandise available to purchase. Emma to research possibilities for Peace Bell souvenirs that could be sold at the Cowra Civic Centre and the Cowra Visitor Information Centre.

5 NEXT MEETING DATE

The next meeting will be held the Annual General Meeting, tentatively scheduled for February 2026.

6 MEETING CLOSE

The Meeting closed at 11:30AM.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL
ASSOCIATION MEETING MINUTES**

14 OCTOBER 2025

.....
CHAIRPERSON



DRAFT MINUTES

**Australian Chapter of The World
Peace Bell Association Meeting
Tuesday, 17 February 2026**

AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION MEETING MINUTES **17 FEBRUARY 2026**

Order Of Business

1 Apologies3

2 Confirmation of Minutes.....3

3 General Business.....3

 3.1 World Peace Day Youth Forum 2026 3

 3.2 World Peace Bell Ceremony - 2026 Cowra Festival of International Understanding..... 4

4 Next Meeting Date4

5 Meeting Close.....4

AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION MEETING MINUTES 17 FEBRUARY 2026

**MINUTES OF COWRA COUNCIL
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION
MEETING HELD AT THE COMMITTEE ROOM ONE
ON TUESDAY, 17 FEBRUARY 2026 AT 10:30 AM**

PRESENT: Cr Cheryl Downing (Chairperson), Cr Erin Watt, Maggie Wright, Jan Munday. Doug Wright joined the meeting at 11:26 AM

IN ATTENDANCE: Emma Millward (Community Development Officer), Linda Barron (Community Development Officer), Debra Clarke (Cowra Festival Coordinator), Michelle (Roundbox Group)

1 APOLOGIES

Ian Brown, Ian Docker

2 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 14 October 2025 be confirmed.

Moved: Cr Watt

Seconded: Maggie Wright

3 GENERAL BUSINESS

3.1 World Peace Day Youth Forum 2026

The report on the 2026 World Peace Day Youth Forum was received and noted.

It was agreed that the 2026 World Peace Day Youth Forum will be held on Thursday 17 September (Term 3, Week 9) at the Cowra Civic Centre.

The meeting agreed to keep the invitation to attend as per last year – for student leaders and aspiring students from Year 5 to Year 8 (11 to 14 years).

Emma to send all local schools a 'save the date'.

UN Youth NSW to be approached to come on board to once again send representatives and facilitate workshops at the event.

Key note speaker options were discussed. Emma to approach Lynne Strong, a contact of Doug's who was unavailable last year but very interested in taking part in the Forum.

Lynne grew up in Cowra and now manages SynergyScape Solutions – an organisation committed to *"championing not only a greener future but also one grounded in social justice. Our collective efforts are focused on supporting organisations and schools to establish dynamic Communities of Practice (CoP), integrating environmental sustainability with social justice principles."*

Emma to send letter of invitation to the Cowra Rotary Club to partner with Council on World Peace Day in Cowra activities.

AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION MEETING MINUTES **17 FEBRUARY 2026**

3.2 World Peace Bell Ceremony - 2026 Cowra Festival of International Understanding

The report on the World Peace Bell Ceremony for the 2026 Cowra Festival of International Understanding was received and noted.

The meeting welcomed Debra Clarke (Cowra Festival Coordinator) and Michelle (Roundbox Group) to discuss the 2026 Cowra Festival of International Understanding.

This year the World Peace Bell Ceremony will be held at 6:30PM on Friday 27 March prior to the Official Festival Dinner.

The Ceremony will include a performance of the 'Cowra Peace Suite' by the Cowra Vocal Ensemble and will be followed by canapes and drinks in the precinct around the Bell, before moving into the Civic Centre for the dinner.

Cr Downing will MC the Peace Bell Ceremony.

Emma to prepare a run sheet, including dignitaries that will ring the bell as part of the Ceremony, and forward to Debra for inclusion in the overall event proceedings.

Emma to bring PA system, microphone stand and Peace Bell banner.

The Official Dinner will be four courses with entertainment from the Cowra Theatre Company and Celtic musician, Rennie Pearson. The MC will be Neil Gill. Youth Ambassadors will be taking on a more wide-ranging event support role this year, to give them experience in all elements of the event including, stage management, waiting on tables, speaking to attendees etc.

Emma to book the Peace Bell Committee's dinner tickets.

4 NEXT MEETING DATE

The next meeting will be held on Tuesday, 28 April 2026 at 10:30 AM in the Committee Room 1, Cowra Council.

5 MEETING CLOSE

The Meeting closed at 11:40 AM.

.....
CHAIRPERSON

5.2 Cowra Shire Council Working Party Minutes - Australia Day Working Party

File Number: D26/251

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the minutes of the Australia Day Working Party meetings held on 15 October 2025, 19 November 2025 and 14 January 2026, and the draft minutes of the meeting held on 11 February 2026.

INTRODUCTION

The Minutes and draft Minutes of Cowra Shire Council's Australia Day Working Party are presented for noting and consideration.

BACKGROUND

Attached for Councillors' information are the Minutes of the Australia Day Working Party meetings held on 15 October 2025, 19 November 2025 and 14 January 2026, together with the draft Minutes of the meeting held on 11 February 2026.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Minutes - Australia Day Committee - 15 October 2025 [↓](#)
2. Minutes - Australia Day Committee - 19 November 2025 [↓](#)
3. Minutes - Australia Day Committee - 14 January 2026 [↓](#)
4. Draft Minutes - Australia Day Working Group - 11 Feb 2026 [↓](#)



MINUTES

Australia Day Committee Meeting Wednesday, 15 October 2025

AUSTRALIA DAY COMMITTEE MEETING MINUTES

15 OCTOBER 2025

Order Of Business

| | | |
|----------|---|----------|
| 1 | Apologies | 3 |
| 2 | Confirmation of Minutes..... | 3 |
| 3 | General Business..... | 3 |
| 3.1 | Australia Day Awards 2026 | 3 |
| 3.2 | Australia Day 2026 School Competition | 3 |
| 3.3 | Australia Day 2026 Official Service..... | 4 |
| 4 | Next Meeting Date | 4 |
| 5 | Meeting Close..... | 4 |

AUSTRALIA DAY COMMITTEE MEETING MINUTES**15 OCTOBER 2025**

**MINUTES OF COWRA COUNCIL
AUSTRALIA DAY COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,
COWRA SHIRE COUNCIL
ON WEDNESDAY, 15 OCTOBER 2025 AT 1:00 PM**

PRESENT: Cr Nikki Kiss OAM (Deputy Mayor), Cr Tony Horton

IN ATTENDANCE: Linda Barron (Community Development Officer), Emma Millward (Community Development Officer), Alan Dalton (Director – Corporate Services)

1 APOLOGIES

Cr Paul Smith (Mayor)

2 CONFIRMATION OF MINUTES

RECOMMENDATION

That the minutes of Australia Day Committee Meeting held on 10 September 2025 be confirmed.

Moved: Cr Kiss Seconded: Cr Horton

3 GENERAL BUSINESS

3.1 Australia Day Awards 2026

Nominations for the 2026 Australia Day Awards will open Friday 17 October and will close on Friday 14 November 2025. Nomination forms will be available to complete online or in hard copy.

Emma has designed DL flyers to promote the Awards which are currently being printed in time for promotion at the Council stand at the Cowra Spring Show on 17-18th October.

Linda has drafted a media release about the Awards quoting Cr Horton as this year's Chair, to be distributed upon approval.

Emma to send the working group a list of the past winners across all categories for reference.

The Committee are considering the possibility of including the Bob Barr Memorial Award and the Cowra Sports person of the Year Award into the Australia Day Awards in 2027. More research and input from the Cowra Sport and Recreation Committee is required.

3.2 Australia Day 2026 School Competition

An invitation was sent to all Cowra Shire Primary Schools on the 4 September 2025 inviting them to participate in the Australia Day 2026 School Competition.

This year all Cowra Shire students from Kindergarten to Year 6 are invited **to design their own playground for the community**. Entries close Friday 31 October 2025.

A separate invitation was sent to Cowra Shire Preschools on 11 September 2025 inviting them to submit one big group entry by drawing and/or creating some craft to depict their ideal playground that all the community can use. While these entries will not be judged, each participating Preschool will receive a special book prize, certificate and have their artwork on display in the Council Foyer and in the Cowra Civic Centre on Australia Day.

AUSTRALIA DAY COMMITTEE MEETING MINUTES

15 OCTOBER 2025

Emma to make contact with the judges and send them the judging criteria.

3.3 Australia Day 2026 Official Service

The working group discussed the following elements of the Official Service

- Ambassador Program – Emma to complete program registration
- Rotary Club of Cowra Community Breakfast – Emma to send letter
- Civic Centre logistics –Civic Centre Manager to be invited to next meeting
- Welcome to Country – Emma to invite Aunty Esther Cutmore to conduct
- National anthem singer – Emma has discussed with Lisa Flanagan who would like to put forward Anabelle Buckley to sing the anthem, as she had to pull out at late notice due to illness this year. All agreed to proceed with Anabelle.
- Citizenship ceremonies – Emma to follow up with Tracey.
- Production of video content for service – AD grant successful, Linda has confirmed booking with Real Time Productions.
- Virtual production and streaming service – AD grant successful, Linda has confirmed booking with Katie Brown Photography.
- Inner Wheel morning tea – Emma to send letter. Approach Coles or Woolworths for donation of Anzac biscuits.
- Choir – Emma to approach the Cowra Vocal Ensemble to see if they would be able to perform at the Ceremony’s conclusion.

4 NEXT MEETING DATE

The next meeting will be held on Wednesday 12th November at 1:00 PM in Committee Room 1.

5 MEETING CLOSE

The Meeting closed at 1:50 PM.

.....
CHAIRPERSON



MINUTES

**Australia Day Committee Meeting
Wednesday, 19 November 2025**

AUSTRALIA DAY COMMITTEE MEETING MINUTES

19 NOVEMBER 2025

Order Of Business

1 Apologies 3

2 Confirmation of Minutes..... 3

3 General Business..... 3

 3.1 Australia Day Awards 2026 3

 3.2 Australia Day 2026 School Competition 3

 3.3 Australia Day 2026 Official Service..... 4

4 Business Without Notice 5

 4.1 Australia Day Community Events..... 3

5 Next Meeting Date 5

6 Meeting Close..... 5

AUSTRALIA DAY COMMITTEE MEETING MINUTES**19 NOVEMBER 2025**

**MINUTES OF COWRA COUNCIL
AUSTRALIA DAY COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,
COWRA SHIRE COUNCIL
ON WEDNESDAY, 19 NOVEMBER 2025 AT 3:30 PM**

PRESENT: Cr Nikki Kiss OAM, Cr Tony Horton, Cr Paul Smith

IN ATTENDANCE: Linda Barron (Community Development Officer), Emma Millward (Community Development Officer)

1 APOLOGIES

Alan Dalton, Jarrad Shiells

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Australia Day Committee Meeting held on 15 October 2025 be confirmed.

Moved Cr Kiss

Seconded Cr Horton

3 GENERAL BUSINESS**3.1 Australia Day Awards 2026**

Awards have been advertised via website, social media, media release, print media Noticeboards and directly in-person.

No nominations received as yet for the Community Group category or the Dr Warren Whiley category.

Nomination deadline extended to Monday 24 November 2025.

Nominees to date have been advised of their nomination and have been sent information regarding videography. Would normally advise all nominees at once on deadline closure, but on very tight deadlines for videographer to capture all footage before Christmas, particularly with deadline extending.

Mayor Paul Smith will replace Cr Kiss and Cr Horton on the judging panel for those awards in which they have a conflict of interest.

Judging panel invitation to be extended to representatives from the Cowra CWA Evening Branch, Cowra Rotary, Cowra Lions Club, Cowra Business Chamber and Cowra Youth Council. (Cowra Sport & Recreation Committee have advised they are unable to participate).

Each nominee to be sent an extract of their nomination details to check for accuracy of information and any missing details.

3.2 Australia Day 2026 School Competition

This year all Cowra Shire students from Kindergarten to Year 6 were invited to design their own playground for the community.

An invitation was sent to all Cowra Shire Primary Schools on the 4 September inviting

AUSTRALIA DAY COMMITTEE MEETING MINUTES**19 NOVEMBER 2025**

them to participate. Entries closed on Friday 14 November (a two-week extension from original deadline of Friday 31 October 2025 due to a lack of entries).

Entries were received across all Year Groups from Mulyan Public School and St Raphael's Catholic School.

Richard Clarke (Rotary Club of Cowra) Andrew Fisher (former Cowra Guardian Editor) and Maureen Knight (tutor and former Primary school teacher) have agreed to be the judging panel and will meet on Monday 1 December to complete the judging.

Emma to order book prizes.

3.3 Australia Day 2026 Official Service

Committee discussed the following event logistics of the 2026 Australia Day Official Service at the Cowra Civic Centre:

Ambassador Program

Stage 2 of the Ambassador Program Registration completed. Now waiting on announcement of who our 2026 Ambassador will be.

Rotary Club of Cowra Community Breakfast

Letter of invitation sent 22 October 2025 to the Rotary Club of Cowra to host the 2026 Australia Day community barbecue breakfast. Letter of reply received 10 November 2025 advising they will be happy to host the barbecue and purchase the Dr Warren Whiley Award.

Civic Centre logistics

Civic Centre booked for Monday 26 January 2026. Bump-in and rehearsal requested for Sunday 25 January 2026 from 1pm to 5pm.

Welcome to Country

Emma to follow up with Aunty Esther Cutmore.

National anthem singer

Annabelle Buckley confirmed to sing the anthem.

Citizenship ceremonies

Tracey Robinson has advised there will be approximately 8 candidates. Agree that a group ceremony of repeating the oath will be suitable, rather than each individual repeating the oath.

Production of Award nomination video content for service

Katie Brown Photography booked for videography packages. Katie has been notified of nominees details (after they have been notified themselves) so she can begin contacting them and booking in their filming.

Virtual production and streaming service

Real Time Productions has been confirmed.

Inner Wheel morning tea

Linda to follow up with Inner Wheel. Approach Coles or Woolworths for donation of Anzac biscuits for the event. Emma to book cake.

AUSTRALIA DAY COMMITTEE MEETING MINUTES

19 NOVEMBER 2025

4 BUSINESS WITHOUT NOTICE

4.1 Australia Day 2026 Community Events

Letters sent to the following organisations to invite them to host Australia day events again in 2026:

- Cowra Golf Club family Ambrose event – confirmed
- Lachlan Valley Social Motor Club Car Show – confirmed
- Cowra Eagles Bowls Club 3 Bowl Triples event – confirmed
- Cowra Tennis Club free and fun event – confirmed

5 NEXT MEETING DATE

The next meeting will be held on Wednesday, 14 January 2026 at 1:00 PM in the Committee Room 1, Cowra Shire Council.

6 MEETING CLOSE

The Meeting closed at 4:15PM.

.....
CHAIRPERSON



MINUTES

**Australia Day Committee Meeting
Wednesday, 14 January 2026**

AUSTRALIA DAY COMMITTEE MEETING MINUTES

14 JANUARY 2026

Order Of Business

| | | |
|----------|---|----------|
| 1 | Apologies | 3 |
| 2 | Confirmation of Minutes..... | 3 |
| 3 | General Business..... | 3 |
| 3.1 | Australia Day 2026 School Competition | 3 |
| 3.2 | Australia Day Awards 2026 | 3 |
| 3.3 | Australia Day 2026 Official Service..... | 3 |
| 3.4 | Australia Day 2026 Community Events | 4 |
| 4 | Next Meeting Date | 4 |
| 5 | Meeting Close..... | 4 |

AUSTRALIA DAY COMMITTEE MEETING MINUTES**14 JANUARY 2026**

**MINUTES OF COWRA COUNCIL
AUSTRALIA DAY COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,
COWRA SHIRE COUNCIL
ON WEDNESDAY, 14 JANUARY 2026 AT 1:00 PM**

PRESENT: Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Tony Horton,

IN ATTENDANCE: Linda Barron (Community Development Officer), Emma Millward (Community Development Officer)

1 APOLOGIES

Alan Dalton (Director – Corporate Services)
Jarrad Shiells (Manager – Cowra Civic Centre)

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Australia Day Committee Meeting held on 19 November 2025 be confirmed.

Moved Cr Smith Seconded Cr Horton

3 GENERAL BUSINESS**3.1 Australia Day 2026 School Competition**

The report on the Australia Day 2026 School Competition was received and noted.

Emma to do a social media post announcing the winners of the Australia Day 2026 School Literary Competition, and encouraging families to RSVP to the Official Ceremony.

3.2 Australia Day Awards 2026

The report on the 2026 Australia Day Awards was received and noted.

A media release announcing the Award nominees was issued on Thursday 8 January 2026.

Cowra Citizen of the Year Award nominee, Hellen Horton, has notified Council of her decision to withdraw from the Award.

Narration of video packages has been recorded and final edits are being completed by Katie Brown Photography.

3.3 Australia Day 2026 Official Service**RECOMMENDATION**

The report on Australia Day 2026 Official Service Update was received and noted.

Mr Gary Dawson OAM has been announced as Cowra's Shire's 2026 Australia Day

AUSTRALIA DAY COMMITTEE MEETING MINUTES

14 JANUARY 2026

Ambassador. Emma has had an initial conversation with Gary, who has requested to fly to Orange Airport with his wife Michelle and be collected. Pick up and drop off arrangements to be finalised upon confirmation of travel arrangements from the Australia Day Council.

Bump-in at the Cowra Civic Centre will be from 2PM on Sunday 25 January, with a rehearsal at 3.30PM. Emma to invite National Anthem singer and Cowra Vocal Ensemble to the rehearsal.

Tracey has advised eight conferees of citizenship will take place at the Official Ceremony.

Aunty Esther is booked for the Welcome to Country and Cowra RSL Sub-Branch are confirmed to complete the flag raising.

Rotary Club of Cowra and Inner Wheel are confirmed to host Community Breakfast and Morning Tea respectively.

3.4 Australia Day 2026 Community Events

RECOMMENDATION

The report on Australia Day 2026 Community Events was received and noted.

Letters of invitation were sent to the following organisations to host Australia day events again in 2026:

- CWA of NSW Cowra Evening Branch Australia Day Luncheon
- Cowra Golf Club family Ambrose event
- Lachlan Valley Social Motor Club Car Show
- Cowra Eagles Bowls Club 3 Bowl Triples event
- Cowra Tennis Club free and fun event

All events have been confirmed for 26 January 2026 and sponsorships have been processed to each organiser to assist holding the events.

Promotion of events is underway. Council will distribute Australia Day flag to organisers to display at their events.

4 NEXT MEETING DATE

The next meeting will be held on 11 February 2026 at 10.00AM in Committee Room 1.

5 MEETING CLOSE

The Meeting closed at 1:45PM.

.....
CHAIRPERSON



DRAFT MINUTES

**Australia Day Committee Meeting
Wednesday, 11 February 2026**

AUSTRALIA DAY COMMITTEE MEETING MINUTES

11 FEBRUARY 2026

Order Of Business

| | | |
|----------|---|----------|
| 1 | Apologies | 3 |
| 2 | Confirmation of Minutes..... | 3 |
| 3 | General Business..... | 3 |
| | 3.1 Australia Day 2026 - Event De-Brief | 3 |
| 4 | Next Meeting Date | 5 |
| 5 | Meeting Close..... | 5 |

AUSTRALIA DAY COMMITTEE MEETING MINUTES**11 FEBRUARY 2026**

**MINUTES OF COWRA COUNCIL
AUSTRALIA DAY COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,
COWRA SHIRE COUNCIL
ON WEDNESDAY, 11 FEBRUARY 2026 AT 10:00 AM**

PRESENT: Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Tony Horton (Chair)

IN ATTENDANCE: Alan Dalton (Director – Corporate Services), Linda Barron (Community Development Officer), Emma Millward (Community Development Officer)

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES**RECOMMENDATION**

That the minutes of Australia Day Committee Meeting held on 14 January 2026 be confirmed.

Moved: Cr Smith

Seconded: Cr Kiss

3 GENERAL BUSINESS**3.1 Australia Day 2026 - Event Debrief**

An Australia Day 2026 Event Debrief was undertaken by the Committee. The following observations were noted regarding the various elements of Australia Day:

Australia Day School Competition

- Entries received from St Raphael's Catholic School and Mulyan Public School.
- All age levels were awarded.
- Competition presentation drew over 100 people to the Official Service. Worth continuing the competition again next year.
- Suggestion to ask teachers for suggested themes that link to the curriculum.
- Suggestion to advertise to students directly to take part, not rely on schools to make it a part of classwork.
- Next year we will supply a template for students to complete, so they are all in the same format and it is easier to submit an entry.

Australia Day Awards

- Received enough nominations for the Citizen of the Year category, not as many for other categories.
- Look to re-word guidelines/eligibility criteria, to emphasise that the nomination's focus must be on the volunteering efforts of nominees, not activities undertaken as part of their paid work.

AUSTRALIA DAY COMMITTEE MEETING MINUTES**11 FEBRUARY 2026**

- Nominee video packages continue to be a success, will continue to produce next year.
- Committee to undertake research on the former Cowra Sportsperson of the Year Awards and a proposal to move them to be part of the Australia Day Awards. A report to be included in the May Council meeting for Council's consideration.

Mayoral Sunset Reception

- Provides an informal setting to introduce the Australia Day Ambassador and welcome them to Cowra. Will hold again next year.

Australia Day Community Service**Free Community Breakfast**

- Well attended, catered for 200 and Rotary used all supplies purchased by Community Development Officer.
- Request to be made to the Parks & Gardens Team to turn off the timer for sprinklers in Darling Street next year.

Flag Raising & World Peace Bell Ceremony

- Welcome to Country by Aunty Esther Cutmore, Flag Raising by the Cowra RSL Sub-branch and the Peace Bell Ceremony all ran smoothly.

Awards Presentation, Citizenship Ceremony & Australia Day Ambassador Address

- Cowra Vocal Ensemble to be allocated time at the end of the rehearsal, so other participants aren't waiting while the Vocal Ensemble has their sound checks.
- Community Development Officers to clearly instruct Ambassador on stage placements and get them to practise at rehearsal. Stage to be marked where the Ambassador should stand for presentations and photos in front of the media wall.
- Run sheet to be followed precisely, so that nominees leave the stage after their video package and their nomination certificate is presented, and they are not on stage for winner's announcement.

Morning Tea

- Hosted by the Cowra Inner Wheel. All went smoothly. Donation of Anzac biscuits by Coles was acknowledged. No leftover cake, all distributed.

Australia Day Luncheon

- Hosted by the CWA of NSW – Cowra Evening Branch. Lunch was well organised. Ambassador to be more clearly briefed and prepared on their public speaking role at the lunch.

Australia Day Community Events**Australia Day Car Show**

- Mayor Smith opened the event. Organisers reported 110 entries, amazing effort despite the heat.

AUSTRALIA DAY COMMITTEE MEETING MINUTES

11 FEBRUARY 2026

Australia Day 3 Bowl Triples

- Bowling Club moved the event to a morning start in the days leading up to Australia Day because of the predicted heat. The event was then changed to an indoor activity the day before Australia Day, as the heat was too high for an outdoor competition.

Australia Day Family Ambrose Golf

- Golf Club moved the event to a morning start in the days leading up to Australia Day because of the predicted heat.
- Approximately 70 participants and the Australia Day Ambassador was on site to present the award winners.

Australia Day Tennis Fun

- Approximately 30 participants, despite the heat. Mayor attended and played.

Budget

- Still waiting to pay final invoices, but estimated \$3000 variance above budget forecast due to extra video production (budgeted for ten video packages for Citizen of the Year but 14 completed).

4 NEXT MEETING DATE

The next meeting will be held on Wednesday, 13 May 2026 at 2:00 PM in the Committee Room 1, Cowra Shire Council.

5 MEETING CLOSE

The Meeting closed at 11:00 AM.

.....
CHAIRPERSON

5.3 Draft Minutes - Audit, Risk and Improvement Committee - 19 February 2026

File Number: D26/306

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the draft minutes of the 19 February 2026 Audit, Risk and Improvement Committee meeting.

INTRODUCTION

The Audit, Risk and Improvement Committee (ARIC) most recently met on 19 February 2026.

The meeting was Ms Kylie McRae's first as a Cowra ARIC member since her appointment by Council's decision of 25 October 2025.

BACKGROUND

Amongst other things, the draft minutes report that ARIC:

- Noted that discussions had commenced with the NSW Audit Office to prepare the 2025-26 Annual Audit Engagement Plan.
- Received a presentation on the Regional Cyber Security Advisory Function, established under the Central NSW Joint Organisation.
- Was advised that procurement was in its final stages for the development and testing of a Business Continuity Plan for Council, and for an internal audit on psychosocial risk.
- Was briefed on policy and management documents reviewed and adopted since its 6 November 2025 meeting.
- Was provided with the Council's 2024-25 Annual Report and the Quarterly Budget Review Statement for Quarter 1, 2025-26.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

- I. Draft Minutes - Audit, Risk & Improvement Committee meeting 19 February 2026 [↓](#)



MINUTES

**Audit, Risk & Improvement
Committee Meeting
Thursday, 19 February 2026**

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**

19 FEBRUARY 2026

Order Of Business

| | | |
|-----------|---|----------|
| 1 | Welcome | |
| 2 | Apologies | |
| 3 | Declarations of Interest | |
| 4 | Confirmation of Minutes | 3 |
| 5 | Business Arising from Previous Minutes | 4 |
| 5.1 | Outstanding Action Items from Previous Minutes..... | 4 |
| 6 | Audit Office Correspondence | 4 |
| 6.1 | 2025-26 Audit Engagement Plan..... | 4 |
| 7 | Reports of Council Officers | 4 |
| 7.1 | Presentation: Regional Cyber Security Advisory Function..... | 4 |
| 7.2 | Legislative Compliance Management System - Progress Update..... | 5 |
| 7.3 | Business Continuity Plan..... | 5 |
| 7.4 | 2025-26 Internal Audit Plan - Psychosocial Hazards Audit..... | 5 |
| 7.5 | Internal Audit of Chemical Handling & Storage: Post-Audit Report..... | 5 |
| 7.6 | Presentation - Cyber Security..... | 5 |
| 7.7 | High Risk Item Review - Policy Management Framework..... | 5 |
| 7.8 | Presentation of the 2024-25 Annual Report..... | 6 |
| 8 | Standing Items | 6 |
| 8.1 | OLG Circulars..... | 6 |
| 8.2 | Policy Review Program..... | 6 |
| 8.3 | Quarterly Budget Review Statement - Quarter 1, 2025-26..... | 6 |
| 8.4 | Compliance Matters..... | 7 |
| 8.5 | Enterprise Risk Register..... | 7 |
| 9 | General Business | 7 |
| 9.1 | Review of Meeting Calendar..... | 7 |
| 9.2 | Call for Other General Business Items..... | 7 |
| 10 | Next Meeting Date | 7 |
| 11 | Meeting Close | 7 |

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**

19 FEBRUARY 2026

**MINUTES OF COWRA COUNCIL
AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
HELD AT COMMITTEE ROOM 1, COWRA SHIRE COUNCIL
116 KENDAL STREET, COWRA
ON THURSDAY, 19 FEBRUARY 2026 AT 10:00 AM**

PRESENT: Mr Alan Pigott, Ms Kylie McRae, Mr Shannon Buckley, Cr Nikki Kiss OAM (Deputy Mayor)

IN ATTENDANCE: Cr Paul Smith (Mayor) – observer, Mr Paul Devery (General Manager), Ms Larissa Hackett (Director-Environmental Services), Mr Dirk Wymer (Director-Infrastructure & Operations), Mr Alan Dalton (Director-Corporate Services), Mr Scott Ellison (Manager-Finance), Mr Praneet Castelino (Manager-Information Services), Mr Jordan Welden-Iley (Chief Information Security Officer, Central NSW Joint Organisation - CNSWJO), Mrs Lee Redgrave (Secretariat)

APOLOGY: Mr Gabriel Faponle (Crowe)

1 WELCOME

The Chair (online) opened the meeting at 10.03 am and welcomed Cr Paul Smith, Mayor, as an observer and (also online) Ms Kylie McRae and Mr Shannon Buckley. The Chair also advised that the meeting was being recorded.

2 APOLOGIES

Nil

3 DECLARATIONS OF INTEREST

Ms Kylie McRae made mention, for the Committee's information, that she is a member of the Audit, Risk and Improvement Committee for a number of neighbouring councils, and advised that she did not consider this represented an actual or perceived conflict of interest that would prevent her participation in this meeting.

4 CONFIRMATION OF MINUTES**COMMITTEE RECOMMENDATION**

That the minutes of Audit, Risk & Improvement Committee Meeting held on 6 November 2025 be confirmed.

CARRIED

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**

19 FEBRUARY 2026

5 BUSINESS ARISING FROM PREVIOUS MINUTES**5.1 Outstanding Action Items from Previous Minutes****COMMITTEE RECOMMENDATION**

That the Committee note the status of progress to address actions arising from previous meetings.

CARRIED

6 AUDIT OFFICE CORRESPONDENCE**6.1 2025-26 Audit Engagement Plan****COMMITTEE RECOMMENDATION**

That the Committee note that the NSW Audit Office has initiated discussions with Council to prepare its 2025-26 Annual Audit Engagement Plan.

CARRIED

7 REPORTS OF COUNCIL OFFICERS**7.1 Presentation: Regional Cyber Security Advisory Function**

The Chair welcome Mr Welden-Iley from Central NSW Joint Organisation who has been appointed to cyber security for 11 member councils for alignment with NSW Cyber Security Guidelines. Mr Welden-Iley provided a general overview of the Regional Cyber Security Advisory Function.

In support of Mr Welden-Iley's presentation, Mr Dalton advised that Council has an active program of IT security awareness training, maintains an anti-phishing user testing program and has adopted a:

- Network and Cyber Security Management Document.
- Cyber Security Operational Standards and Guidelines.
- Data Breach Policy.
- Incident Response Plan.

COMMITTEE RECOMMENDATION

That the Committee note the presentation by the Central NSW Joint Organisation's Chief Information Security Officer, regarding its role of assisting member councils strengthen their cyber security controls.

CARRIED

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**

19 FEBRUARY 2026

7.2 Legislative Compliance Management System - Progress Update**COMMITTEE RECOMMENDATION****That the ARIC note the Legislative Compliance Management System Update.**

CARRIED

7.3 Business Continuity Plan**COMMITTEE RECOMMENDATION****That the Committee note progress towards updating the Business Continuity Plan.**

CARRIED

7.4 2025-26 Internal Audit Plan - Psychosocial Hazards Audit**COMMITTEE RECOMMENDATION****That the Committee note the update on the 2025-26 Internal Audit on Psychosocial Hazards.**

CARRIED

7.5 Internal Audit of Chemical Handling & Storage: Post-Audit Report**COMMITTEE RECOMMENDATION****That the Audit Risk & Improvements Committee note progress of Council's internal audit of chemical handling and storage.**

CARRIED

7.6 Presentation - Cyber Security

This item was discussed earlier in the agenda at Item 7.1

7.7 High Risk Item Review - Policy Management Framework**COMMITTEE RECOMMENDATION****That the Audit Risk and Improvement Committee note the report on the Policy Management Framework.**

CARRIED

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**19 FEBRUARY 2026

7.8 Presentation of the 2024-25 Annual Report**COMMITTEE RECOMMENDATION**

That the Committee note the adoption of the 2024-25 Annual Report.

CARRIED

8 **STANDING ITEMS****8.1** OLG Circulars**COMMITTEE RECOMMENDATION**

That the Committee note the Office of Local Government Circulars issued since the previous Committee meeting.

CARRIED

8.2 Policy Review Program**COMMITTEE RECOMMENDATION**

That the Committee note that:

- Council adopted a new Code of Meeting Practice, based on the template provided by the Office of Local Government.
- Council's executive management team, Manex, has adopted the following management documents:
 - **WHS Policy**
 - **Cowra Film Policy**
 - **Artificial Intelligence Management Document**
 - **Corporate Credit Card Guidelines Management Document**
 - **Use of Corporate Mobile Devices Management Document**

CARRIED

8.3 Quarterly Budget Review Statement - Quarter 1, 2025-26**COMMITTEE RECOMMENDATION**

That the Committee note the Quarterly Budget Review Statement for the first quarter of 2025-26.

CARRIED

Page 6

**AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING
MINUTES**

19 FEBRUARY 2026

8.4 Compliance Matters

COMMITTEE RECOMMENDATION

That the following compliance matters be noted: Office of Local Government Annual Code of Conduct Statistics.

CARRIED

8.5 Enterprise Risk Register

COMMITTEE RECOMMENDATION

That the Committee note that no material changes have been made to the Enterprise Risk Register since the Committee’s November 2025 meeting.

CARRIED

9 GENERAL BUSINESS

9.1 Review of Meeting Calendar

COMMITTEE RECOMMENDATION

That the Committee agree with the proposed future meeting dates, as revised, for the 2026 calendar year: 7 May 2026, 4 August 2026 and 3 November 2026.

CARRIED

9.2 Call for Other General Business Items

No items were raised.

10 NEXT MEETING DATE

The next meeting will be held at 10am on Thursday, 7 May 2026 in the Committee Room 1, Council Chambers, 116 Kendal Street, Cowra being an in-person meeting subject to Members’ availability.

11 MEETING CLOSE

The Meeting closed at 11.32 am.

.....
CHAIRPERSON

5.4 Donation - Woodstock Soldiers Memorial Hall

File Number: D26/318

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council provide a donation of \$1,500 drawn from the Section 356 Donations – General Budget, to assist Woodstock Memorial Hall with the Festival of Small Halls to be held on 19 April 2026.

INTRODUCTION

Ms Ann Graham of Woodstock Memorial Hall has written to Council requesting a \$1,500 donation towards the costs associated of hosting the Festival of Small Halls on Sunday, 19 April 2026.

BACKGROUND

The Festival of Small Halls event is a series of tours of tiny halls in communities throughout Australia, providing performances by on Australian and once international touring artist. An option is available to also include a local artist on the bill, however further advice on the Hall's intentions in this regard was not provided. This year will be the eighth year in which the event has been hosted by Woodstock, contributing to tourism in the shire and using a local community venue.

Council previously supported Woodstock hosting the Festival of Small Halls event held on 10 January 2024 (2023 Resolution 277/23), by providing a \$1,500 donation. The Hall will raise the remaining \$2,500 of the event's budget, from ticket sales, and has \$2,250 currently available to commit to the event.

The request meets the eligibility requirements of Council's Donations Policy in the following areas:

- Festivals and special events which enhance community spirit.
- Support for a locally-based voluntary community service or program where the majority of its income is fundraising.

BUDGETARY IMPLICATIONS

The request for \$1,500 is within the 2025-26 unallocated s.356 budget of \$8,814.

ATTACHMENTS

- I. Donation Application from Woodstock Memorial Hall - Small Halls Festival - Dated 5 February 2026 [↓](#)



Cowra Shire Council
 Private Bag 342
 Cowra NSW 2794
 Phone: 02 6340 2000
 council@cowra.nsw.gov.au
 www.cowracouncil.com.au

Application for Financial Assistance/Donation

Applicant Information

Local Sporting Team/Organisation

[applications must be made by the local team of which the individual is a member]

Contact Name/ Sporting Applicant: Woodstock Memorial Hall
 Mailing address: 21 Parkes St Woodstock NSW 2793
 Phone: (Home) [REDACTED] (Business) _____
 Email: [REDACTED]
 Signature: [REDACTED] Date: 05 / 02 / 2026

Organisation Details

Organisation responsible for the event/activity: Woodstock Memorial Hall
 President/Secretary Contact Details: Ann Graham
 Organisation Type (please circle): Non Profit / Charity / Incorporated / Business /other: Inc
 Do membership fees apply ? YES NO
 If yes, annual membership/fees \$ _____

Event Details

Description of the event/project/request/person for which assistance is sought The Hall are seeking
Financial assistance for the scheduled Festival of Small Halls to be held on Sunday April 19th 2026
 Date/s of the proposed event/project Sunday April 19th 2026
 Venue where will the event/project take place? Woodstock Memorial Hall

Financial Details

Amount of assistance being sought: \$1500.00
 Total Estimated cost of the total event/project \$4000.00 plus GST
 How are funds to be raised? Ticket sales adult \$25, Concession \$15, Children \$5
 Dinner and Supper will also be served _____
 Funds available at present to go towards event \$2250.00
 Will the event/project support charities YES NO
 If YES, value of support \$ _____
 Previous / Other Assistance: _____
 Has Council previously assisted you/your organisation? YES NO
 If so what was the amount of the assistance from Council? \$ Check Council records
 When was it provided? _____
 Have you applied for funding from other organisations? YES NO
 If YES, how much has been sought \$500.00 Arts Out West

Eligibility - Please tick the applicable areas relevant to the application:-

- Community development projects – projects that meet an identified community need, have been developed in consultation with the community and encourage participation in the development of the project.
- Festivals and special events which enhance community spirit.
- Support for a locally based voluntary community service or program where the majority of its income is fundraising.
- Local Community, charity and not for profit activities or events/functions that may be conducted outside the shire, but provide a benefit to the shire’s residents
- To assist an individual's or team’s sporting, cultural or academic achievement at a significant and recognised level.
- Community, charity and not for profit organisations’ use of Council owned and controlled facilities including halls, sporting grounds and other venues.

Request Details – Please complete either **A** or **B** below

A. Sporting applications – Please select relevant sporting category below

- Australian/NSW/Territory Representative or team competing overseas
- Australian/NSW/Territory Representative or team competing in NSW or interstate

PLEASE NOTE: Sporting applications will only be considered when made by the local organisation/club of which the individual/team is a member, and must be supported by a letter of confirmation from the State or National body.

Attachments required for sporting applications:

- o Supporting letter from local organisation body
- o Supporting letter from State/Australian Supporting body
- o Please attach any other information to support your application to Council

B. Community/Event applications – Please ensure all questions are answered

Council Community Objectives - To enable Council to consider your application, Council requires details of how this event/project will meet Council’s objectives.

Objective 1: To provide benefit to the residents of Cowra Shire Council.
2026 will be the 8th time the Festival of Small Halls has toured through Woodstock.
Each tour showcases an international artist, a reknown Australian Artist and we have the option of including a local artist. Rarely to shire residents witness such talent in the village

Objective 2: To conduct quality cultural, sporting and community service programs or events which cannot attract sufficient funds from other sources. **[Please indicate why you are running the event]**
To utilise and promote existing infrastructure in the village. This event draws visitors to village and helps connect community.

Objective 3: To provide access and usage of community resources, services and facilities, and equity of access for special needs groups
Utilises village infrastructure.

Objective 4: To encourage and enable broad community participation in cultural/ community service programs.
This event draws an audience from a broad demographic and beyond the shire boundaries.
It showcases the memorial hall and provides an opportunity for a cultural experience

Attachments required for Community/Event applications:

- o copy of the project’s proposed budget, detailing anticipated costs, with quotations if applicable;
- o If you are a registered public charity, a copy of the registration certificate
- o Please attach any other information to support your application to Council

Please check: 1. All questions on Page 1 to be completed
 2. Eligibility criteria has been selected
 3. Section A or Section B above has been completed
 4 Supporting documents for sporting activities included

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

6.1 Council Buildings Renewal and Upgrade Program 2026/27 to 2028/29

File Number: D26/7

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council receive and note the planned 2026 to 2028 Building Renewal and Upgrade Program.

That council consider including the planned 2026 to 2028 Building Renewal and Upgrade Program in the 2026-27 Operational Plan and Long Term Financial Plan.

INTRODUCTION

This report provides a two-year program of planned works to renew Council's building assets using loan funding with repayments funded from the 'Built Asset Replacement Program' reserve.

The proposed program of works

- addresses long-term regular maintenance issues to reduce maintenance expense
- upgrades air conditioning to modern standards to reduce power consumption in the Administration Building and Gallery
- includes proposed LED lighting upgrades under the NSW Energy Savings Scheme in a number of buildings.

BACKGROUND

Council Administration Building

In April 2024 Council's Manager Assets and Technical Services (MATS) began a program of investigation of Council's Administration building; with the initial scope as follows:

1. Confirm current issues in each divisional area
2. Confirm future staffing needs of each divisional area
3. Implement short term options:
 - a. hygienist assessment of problem areas
 - b. carpet replacement / painting
 - c. rationalisation of spaces used for storage. filing etc
 - d. options for additional workstations
4. Investigate longer term options: redesign of floor layout
 - a. potential to employ architect to provide renovation options

The following progress had been made:

1. Mould assessment and remediation throughout the administration building:
 - a. completed mould removal MAT's office, rear fire exit, storeroom
 - b. testing completed and clearance certificate issued for all areas
2. AC duct cleaning throughout the building

3. AC maintenance: the geothermal unit system was flushed and screens cleaned; replacement controllers being sourced
4. Office repair work; in MAT's office after mould treatment has been completed including carpet replacement, painting to this office and Rangers office
5. Additional items identified:
 - a. The cause of periodic water damage to the Public Meeting room has been identified as stormwater from the adjacent laneway entering through the building air circulation vents
 - b. A condition audit of all administration building AC units was initiated; to prepare a rolling program of renewals.

In March 2025, the assessment of the 'water furnace' air conditioner units in the administration building carried out by Kilbys (the maintainer of the system) recommended planned replacement due to the difficulty in sourcing both spare parts and the required expertise in the operating system.

The water furnace units can be replaced with modern equivalents; utilising the geothermal system. However, the units are in the ceiling cavity for upstairs areas so this will cause some disruption. Off-site options for work for a period will need to be part of the project planning.

It was identified that the area of carpet replacement required for the mould rectification issues would lead to inconsistent colour lot carpeting throughout the administration building if staged replacement was implemented. Therefore, sufficient carpet tile was purchased to complete the entire replacement. The front foyer areas and a section of the rear of the ground floor have been completed to date.

An estimate has been included in the program for the Council Chambers upgrade; the scope including:

- consideration of cable routing in the planned carpet replacement
- indicative costs for internal items, chairs, tables etc.

Gallery / Waugoola House

The Gallery AC has identified as due for replacement due to the frequency of required repairs and the opportunity to install a modern standard, energy efficient system in parallel with the solar PV and battery upgrade for this building.

The project planning for this item will need to consider the scheduling of the various Gallery exhibitions.

In 2018 active termites were discovered in the wall between the Family History Room and Nguluway Room. A termite baiting program to destroy the nest was commenced with advice given that if the treatment was disturbed after application, it is rendered ineffective.

The termite nest was destroyed and major floor replacement works throughout Waugoola house have subsequently been completed, including subfloor termite treatment. The outstanding item is the replacement of the termite damaged internal wall.

Aerodrome - Terminal Building

Works are required to renovate this building and provide improved presentation of the building to users of the Cowra Airport precinct. Planned renovations include

- roof repairs
- external painting

- remove and replace wall coverings / flooring, doors.

These works have been included in the later stages of the proposed program as alternate options for this building need to be considered.

Cowra Information Neighbourhood Centre

Upgrade works are required to the rear disabled ramp access: the turning area and access through back entrance door requires widening to meet building accessibility standards and this requires extensive building work including opening of doorways, and moving loadbearing columns.

The proposed two year program of works is summarised as follows:

| Building Name / Proposed Works | Estimate 2026/27 | Estimate 2027/28 |
|---|-------------------------|-------------------------|
| BLDG.12a-Aerodrome - Terminal Building | | |
| Internal part A lease building - minimal repairs - remove replace wall coverings/flooring, doors, stairs and roof repairs and painting of the airport terminal building | | \$60,000 |
| BLDG.12d-Airport house - Office | | |
| Supply and install metal roof, batten, installation and remove and dispose of old roofing | \$25,000 | |
| BLDG.13a-Works Depot - Workshop | | |
| Replacement of Evaporative Aircon Units | \$80,500 | |
| BLDG.1a-Council Administration Office | | |
| A/C Replacement :12A/B & 18 and 7 | \$256,800 | |
| A/C Replacement-remainder of Building (10) | | \$256,800 |
| Carpet Replacement | \$27,060 | \$27,060 |
| Council's Chamber Upgrading | \$50,000 | |
| LED Light Replacement - (Energy Saving Scheme) | | \$25,034 |
| Removal of garden bed and waterproof membrane to be applied to base of building re-lay pavers and additional landscaping to reduce future water build up | \$30,000 | |
| Upgrading roof due to various leaking problems | \$10,000 | |
| BLDG.1b-Civic Centre | | |
| Upgrading roof due to various leaking problems | \$41,000 | |
| BLDG.2a-Art Gallery | | |
| AC Upgrading | \$135,977 | |
| Internal Wall Replacement | \$40,000 | |
| BLDG.8a-Cowra Information Neighbourhood Centre | | |
| Access path upgrading at rear entrance | \$10,000 | |
| LED Light upgrade | | \$5,000 |
| Disabled ramp access turning area and access through back entrance door requires widening to meet building accessibility standards - requires extensive building work - opening of doorways, moving loadbearing columns etc | \$54,000 | |
| Total per year | \$760,337 | \$373,894 |
| Total | | \$1,103,254 |

BUDGETARY IMPLICATIONS

The historical practice has been to fund the planned building renewal program from loan funds with repayments made from the Built Asset Replacement Program reserve. The program will be included in the draft 2026/27 Long Term Financial Plan on this basis.

ATTACHMENTS

Nil

6.2 Gooloogong Village Request for Consideration of Splash Pad

File Number: D26/91

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That Council provide in principle approval for the Gooloogong Progress and Association to apply for capital grant funding for the Gooloogong Splash Pad subject to finalising a licence agreement with Council prior to a grant application.

INTRODUCTION

This report provides details of a potential model of project delivery and operation of a new splash pad facility in Memorial Park at Gooloogong. In summary:

- the capital costs of the splash pad to be fully grant funded; which requires the Gooloogong Community and Council to demonstrate the benefits of the project in the grant application
- the asset ownership and additional depreciation expense to be met by Council
- the operation and maintenance costs; excluding power supply; to be funded by the Gooloogong Progress and Promotion Association (GPPA) through its community activities and the 'Gooloogong Community Shed' through the village maintenance agreement
- power to be provided to the facility from Council's existing site infrastructure
- asset decommissioning at end of useful life or when asset is redundant to be completed by Council.

It is recommended that this model is suitable for the village of Gooloogong due to the long history of active community organisation and self-determination.

BACKGROUND

The consultation process carried out in preparing Council's adopted Village Action Plan includes a summary of issues raised by the Gooloogong community:

1.2 The Council owned and maintained caravan park is a valuable asset for the Gooloogong community, attracting large numbers of tourists and travelling motorists. The community is currently investigating options to improve the amenities within the park and this project should feature highly within any improvement plans for the area. Other projects worthy of consideration include a heritage walk to the Lachlan River, a small scale water playground / swimming pool or a fun park.

Progress on the Village Action Plan implementation was reported to Council in 2023 and included

- new mobility impaired access public toilets and showers
- new twin plate BBQ installed.
- new play equipment edging installed.
- new heritage signage installed.

Council's Manager Assets and Technical Services is currently liaising with the Gooloogong Community Shed (with NSW Men's Shed affiliation) to enter into the licence agreement for Memorial Park and village roadside areas mowing; and this arrangement will provide an annual income to the Gooloogong Community Shed (GCS).

Council's Infrastructure and Operations team have been liaising with representatives of the Community Shed and the Gooloogong Progress and Promotion Association (GPPA) regarding

options to facilitate a village community splash pad for Memorial Park Gooloogong. The GPPA proposal is detailed in the attachment to this report.

At a site meeting with Council's team in October 2025, GSC and GPPA representatives stated their strategic intent for the project was to ensure village services such as the school were not lost due to population decline and demographic changes. In their view, having a large employer located near to Gooloogong provides an opportunity for a strategy to improve village facilities and encourage families to relocate to Gooloogong village.

A petition has been provided to Council to support the proposal with 356 names.

The following advice has been provided by Council to the GCS / GPPA to date:

1. Regulatory Approvals

Advice from Council Town Planning team is:

(3) *Any of the following development may be carried out by or on behalf of a public authority without consent on land owned or controlled by the public authority—*

(a) *development for any of the following purposes—*

- (i) *roads, pedestrian pathways, cycleways, single storey car parks, ticketing facilities, viewing platforms and pedestrian bridges,*
- (ii) *recreation areas and recreation facilities (outdoor), but not including grandstands,*

If carried out "by or on behalf of" Council no Development Consent is required. Compliance with Part 5 of Environmental Planning and Assessment Act; Environmental Impact Assessment; is required.

Advice from Council's Crown Lands and Native Title Management team:

- the proposed water park is consistent with the reserve purpose
- the Native Title assessment would also be based on the use being consistent with the reserve purpose (subdivision J)

2. Estimated Capital Cost

The original proposal quote obtained by GPPA did not include a balance tank and filtration unit on the basis that reticulated potable water from the village supply would be used for the splash pad. This option is not acceptable as the annual water usage will need to be paid for and disposing of splash pad wastewater to the septic and disposal trench is not an option.

An amended proposal including balance tank and containerised plant room has been provided and the capital cost will be of the order of \$340,000 incl 30% contingencies and an allowance for the excavation for the balance tank under the splash pad.

Council's Long Term Financial Plan is extremely constrained and focussed on maintenance and renewal of existing assets. There is a very limited number of capital upgrade or new capital projects within the ten year plan (refer Capital Works Schedule).

Council's adopted Long Term Financial Plan does not include the capital budget for such a facility in Gooloogong and the capital cost of project would need to be fully grant funded.

3. Operations and Maintenance Cost

Information was sourced from the Forbes Council staff team who operate a similar splash pad:

The Forbes Water Park uses potable town water, as it is required to meet NSW Health guidelines similar to those for public swimming pools. The pump shed at the rear of the playground houses all the necessary equipment, including a well beneath the structure where water drains and is treated through a filtration system.

Forbes engage a local contractor to manage the system - this includes daily checks of chemical dosing, filtration maintenance, and water quality record-keeping. This process has proven invaluable, particularly when Council has received claims of skin irritation or infection. In such cases, we've been able to confidently dismiss the concerns with documented evidence of compliant water quality.

In terms of water usage, it's negligible, as the system is fully reticulated - water is continuously filtered and reused.

The GPPA submission nominates a team to undertake the water quality testing; and Council can facilitate the training of this team in the unit of competency 'SISCAQU015 Test pool water quality'; or similar induction and training.

However, there is no scope to introduce additional recurrent maintenance costs such as supply of treatment chemicals to Council's Long Term Financial Plan. It would be a requirement that these operating costs were met by GSC / GPPA.

A summary of project assumptions is as follows to minimise the risk to Council and ensure the community is committed to the project

| | Financial Risk | Risk Management |
|----------------------------|---|---|
| Capital cost | The estimated cost of the project cannot be met within Council's adopted LTFF. | As discussed above the project needs to be 100% grant funded |
| Asset ownership | The facility is proposed to be constructed on Crown land under the care and control of Council. Council will therefore assume ownership of the asset. If approved; there will be an annual depreciation expense increase adversely affecting Council's operating result. | Assuming a useful life of 30 years increases annual asset depreciation expense by \$11,000 per annum; which is a minimal impact on recurrent expenses. |
| Project delivery | The asset is not constructed to the required specifications suitable for a public facility | Project specification and delivery would require supervision of Council's project management team to ensure a compliant structure is delivered |
| Operations and maintenance | There is a risk that additional recurrent expenditure is required for the operation and maintenance of the splash pad | Council will not operate the splash pad Maintenance expenditure to be funded by GPPA and Community Shed through activities such as the monthly markets and town mowing. The splash pad can be decommissioned and components removed from site if required |
| | Water quality not compliant with Public Health Act | Training of GPA volunteers in daily testing Regular compliance reports provided to Council |
| | Supply and storage of chemicals | Council can provide compliant chemical storage locker located adjacent to the pump shed. |
| | The cost of unscheduled repairs to components such as pumps | Council can provide a reasonable level of mechanical / electrical repair in house |

In summary, in the model of project delivery discussed above:

- the capital costs of the splash pad to be grant funded; which requires the Gooloogong Community and Council to demonstrate the benefits of the project in the grant application
- the asset ownership and additional depreciation expense to be met by Council
- the operation and maintenance costs to be funded by the Gooloogong Progress and Promotion Association (GPPA) through its community activities and the 'Gooloogong Community Shed' through the village maintenance agreement
- power to be provided to the facility from Council's existing site infrastructure
- asset decommissioning at end of useful life or when asset is redundant to be completed by Council.

BUDGETARY IMPLICATIONS

The proposed model of project delivery and operations and maintenance demonstrates a positive commitment by the Gooloogong village community groups toward the operation and maintenance of a community facility.

ATTACHMENTS

- I. Customer Request - Gooloogong Progress and Promotion Association for Gooloogong Splash Park [↓](#)

Submission to Cowra Shire Council from Gooloogong Progress and Promotion Association (GPPA)

To Whom it May Concern,

The Gooloogong Progress and Promotion Association (GPPA) was invited to attend a Cowra Shire Council meeting approximately 18 months ago (21/6/2024) to present the priorities of the Gooloogong village. Gooloogong was represented at this meeting by Charlie Niven and Kylie Reeves.

At the meeting, the representatives outlined several initiatives currently managed and delivered by the GPPA, including:

- The organisation and operation of the Gooloogong Park Markets, held six times per year, including the management of required insurance.
- The establishment and ongoing operation of the Gooloogong Community Shed, including insurance coverage. The shed became operational on the 13th January 2026.

GPPA Goals for 2026

The GPPA's key goals for 2026 include:

- Assisting with the maintenance of the village park and roadside areas up to the 50 km signs, through the management and undertaking of mowing activities.
- The establishment of a Splash Park in accordance with the previously submitted plans and costings. GPPA members Charlie Niven, Brian Bennett and Anne-Marie Watson have indicated their willingness to test and monitor water quality daily to ensure safety and compliance.

Community Events and Park Usage

The GPPA committee currently organises and manages a range of community events held in the park, including the annual Christmas Carols, Australia Day activities and ANZAC Day commemorations. In addition, the park is regularly used by families for birthday parties and other family gatherings, as well as a play space.

During September and October 2025, over an eight-week period, a total of 168 campers accessed Gooloogong Park, including family groups.

Community Support for the Splash Park

The GPPA has undertaken a petition in support of the proposed Splash Park. To date, ~~24~~ 356 signatures have been collected from members of the Gooloogong community as well as visitors using the caravan park. No negative feedback has been received from the local community regarding this initiative.

Reasons to Support the Establishment of a Splash Park in Gooloogong Park

The installation of a splash park in Gooloogong Park would provide a safe, inclusive and engaging recreational facility for children and families, particularly during the warmer months.

As Gooloogong continues to grow and attract families, travellers and local visitors, a splash park would deliver a range of social, health and economic benefits, including:

- Encouraging outdoor play and physical activity for children of all ages in a safe, engaging environment.
- Providing a free, accessible and family-friendly attraction for local residents, visitors and tourists.
- Enhancing community wellbeing and strengthening Gooloogong's reputation as a welcoming and family-oriented destination within the Cowra region.
- Supporting local businesses by increasing tourism, particularly during peak summer periods, by encouraging longer stays and repeat visits.
- Provide access to a water play space for local families, who may not always have the economical means to regularly access services in larger towns e.g. Cowra pool

Proposed Location

Gooloogong Park is an ideal location for a small-scale splash park due to its central position, open green spaces, established shade, picnic facilities and proximity to existing amenities. The park is already a well-used community space, making it a practical and appealing site for this development.

Community Support and Request to Council

The Gooloogong Progress and Promotion Association and the wider community strongly believes that investment in a splash park will deliver long-term social and economic benefits for Gooloogong and the broader Cowra community. We respectfully request that Cowra Shire Council:

- Prioritise, the installation of a splash park within Gooloogong Park.
- Utilise grant opportunities, funding programs and community partnerships to support the delivery of this project.

With Council's support, Gooloogong Park can continue to develop as a vibrant, inclusive and refreshing community hub for families and visitors alike.

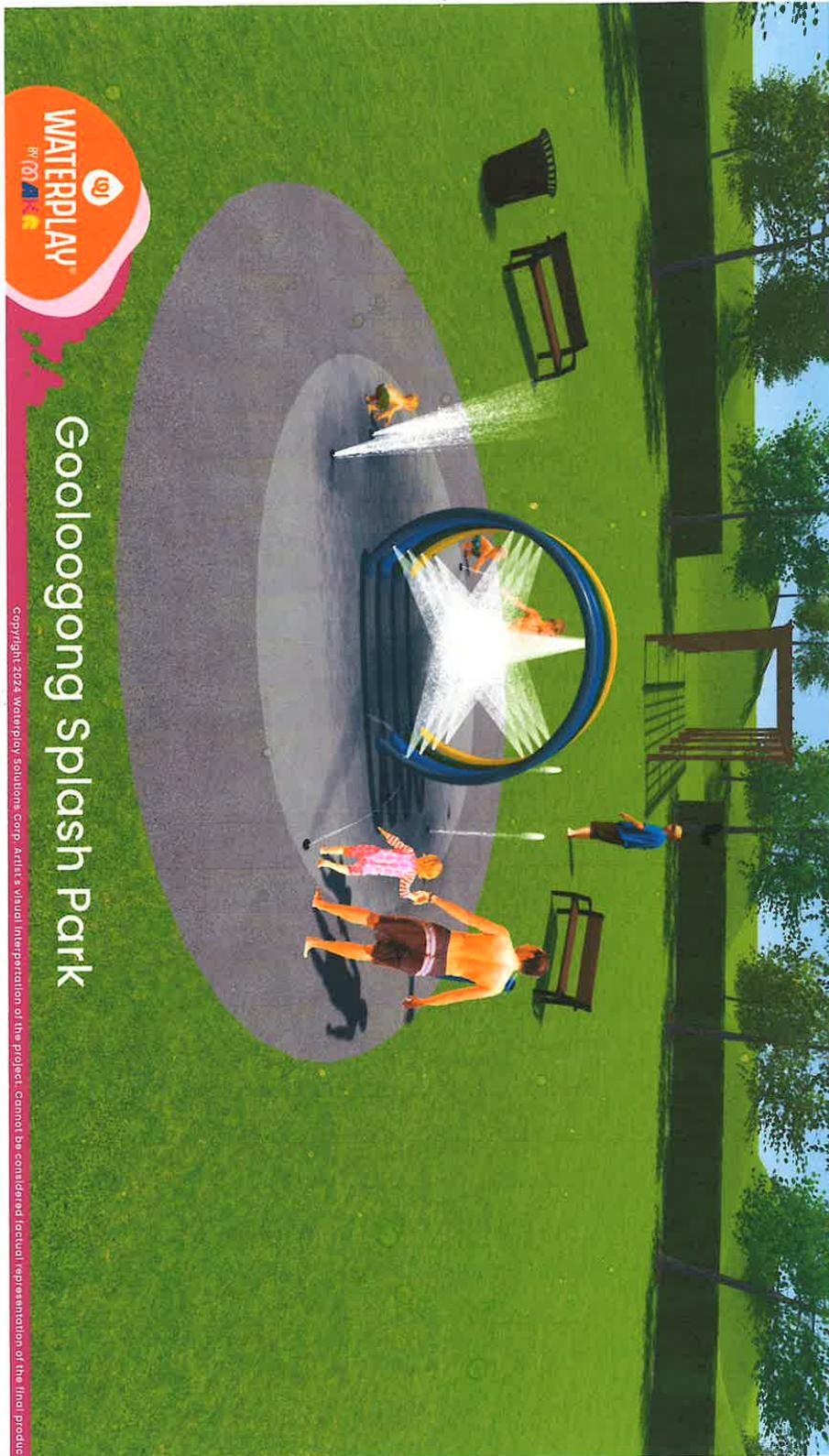
We request that you table this letter and the attached petition at the next Cowra Council Meeting and that it is given priority consideration.

Kind Regards



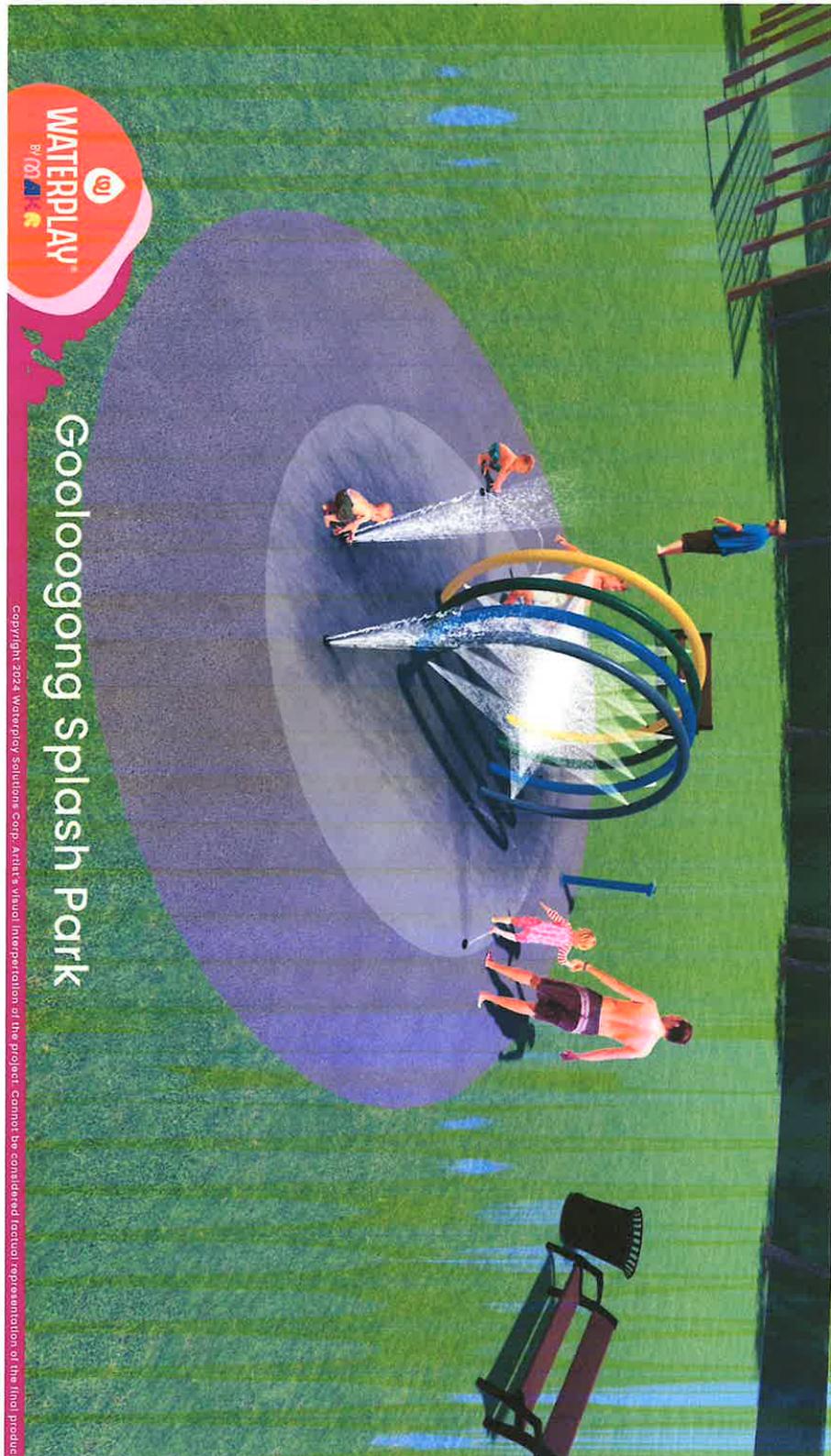
Charlie Niven

GPPA President



Waterplay Interactive

Page 2 of 3



Waterplay Interactive

Page 1 of 3

6.3 Cowra Sports Fields Master Plans

File Number: D26/304

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

1. That Council endorse the draft Cowra Sports Fields Master Plans for the purpose of public exhibition for a minimum of twenty eight (28) days in accordance with the Community Engagement Strategy.
2. That following the public exhibition the Director – Infrastructure & Operations provide a further report to Council for the formal adoption of the Cowra Sports Fields Master Plans considering any submissions made.

INTRODUCTION

Council's adopted Sports and Recreation Plan includes Implementation Plan Action '2.3 Develop Precinct Master Plans for major sporting precincts with specific consideration to providing facilities that encourage female, youth and senior's participation and increase connectivity'.

The draft Cowra Sports Fields Master Plans are presented to be implemented as master plans within Council's Strategic Framework. The Cowra Sports Fields Master Plans will deliver new facilities for West Cowra Recreation Ground, Edgell Park and Mulyan Oval. Once delivered the new facilities will modernise and consolidate sports infrastructure while prioritising accessibility, sustainability, and community needs.

BACKGROUND

Council's adopted Delivery Program includes:

L5.2 Deliver projects identified in the adopted Sports and Recreation Plan

and the Operational Plan action for 2025/26 is:

L5.2.a Finalise and commence implementation of master plans for West Cowra Recreation Ground, River Park Precinct, Edgell Park Precinct and Mulyan Oval Precinct.

The draft Cowra Sports Fields Master Plans have been prepared by the Cowra Services team with Sam Crawford Architects engaged to deliver concept designs and estimated costs to build the new facilities. The plan preparation has included consultation and interaction with Councillors, Cowra Sports & Recreation Committee; and has used past public feedback and specialist consultants.

The plans have been prepared to identify future facility requirements at three key sites West Cowra Recreation Ground, Edgell Park and Mulyan Oval.

The designs aim to enhance sports facilities, improve accessibility, and support community engagement while adhering to guidelines from relevant sporting organisations and standards. The following design principles have been adopted in preparing the plans.

General Design Principles:

- Accessibility: Improved paths of travel and accessible facilities.
- Sustainability: Use of environmentally friendly and robust materials (e.g., masonry bricks, metal roof sheeting, textured walls).

- Safety: Crime Prevention Through Environmental Design (CPTED) principles applied.
- Community Engagement: Facilities designed to support diverse activities like sports, concerts, and markets.
- Cost Considerations: Includes contingencies, escalation, and authority fees; excludes external lighting, lockers, artwork, and other items.

The draft plans are structured to:

- provide information on the current services;
- identify challenges and opportunities with the facilities and the additional services required to be provided;
- incorporate guidelines from the various sporting code for facilities and sports fields;
- include key feedback from sports clubs currently using the facilities;
- be professionally assessed and prepared by Sam Crawford Architects to ensure appropriate design principles are allowed for in the concept designs;
- provide suitable plans and estimates for applications to suitable grant opportunities.

A key challenge at West Cowra Recreation Ground and Mulyan Oval is to deliver new female amenities through the Play Our Way Grant – Australian Government in a suitable staged approach. A successful grant application has provided \$1,495,137.00 excluding GST to provide new female amenities and changerooms at both grounds.

Working closely with input from the Sports & Recreation Committee and Sam Crawford Architects, a suitable staged approach has been developed for each location. The focus of the staged approach is to deliver the new female facilities as required by the Play Our Way Grant Agreement while ensuring short term use of the facilities can continue and combine appropriately with the final design for each site.

The draft plans shown as attachment to this report will include the additional ‘game day box’ at West Cowra Recreation Ground recently discussed by the Cowra Sport and Recreation Committee.

BUDGETARY IMPLICATIONS

As at the second quarter budget review expenditure of \$37,400 has been incurred against a total adopted budget of \$59,085.

ATTACHMENTS

- I. Draft Cowra Sports Fields Master Plans [↓](#)



Cowra Sports Fields Master Plans

Part 3: Concept Design

Client :
Cowra Council



**sam
crawford**
architects

Date : 23 February,
2026

Printed: 1:50 PM, 23/02/2026

Introduction

This document prepared by Sam Crawford Architects provides Concept Plans for the proposed Cowra Sports Fields Master Plan. Most sportsfield areas are set out using the guidelines from the sporting organisations such as Soccer, Rugby League, and AFL.

Additional briefed sizes and design outcomes have been incorporated into this document, including input from the Cowra Sport and Recreation Committee.

The key documents relevant to the sporting facilities are;

Football NSW Facility Guides

NRL Preferred Facilities Guidelines 2021

AFL Preferred Facilities Guidelines 2024

NCC 2022 - Class 9B & Class 6

AS1428.1 - Design for access and mobility

These documents will continue to be referred to throughout the concept design of these facilities

Contents

1. Acknowledgement of Country

2. West Cowra Recreational Ground

Updated Return Brief
Site Context and Key Feedback
Preferred Concept Design
Materials and Precedence
Cost Estimate

3. Edgell Park

Updated Return Brief
Site Context and Key Feedback
Preferred Concept Design
Materials and Precedence
Cost Estimate

4. Mulyan Oval

Updated Return Brief
Site Context and Key Feedback
Preferred Concept Design
Materials & Precedence
Cost Estimate



Printed: 1:50 PM, 23/02/2026

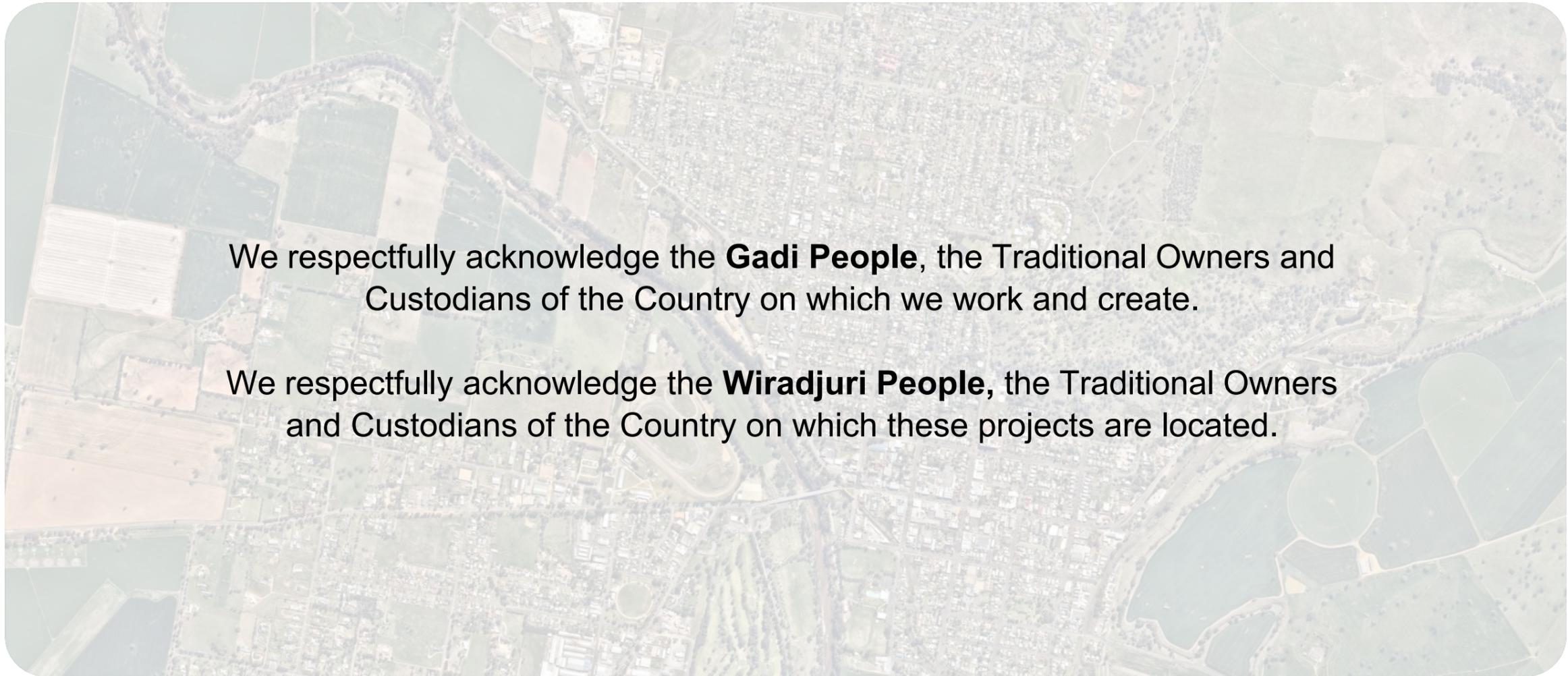


Page 01

Contents & Context Analysis



ACN 165 409 567 Nominated Architect Sam Crawford 6498



We respectfully acknowledge the **Gadi People**, the Traditional Owners and Custodians of the Country on which we work and create.

We respectfully acknowledge the **Wiradjuri People**, the Traditional Owners and Custodians of the Country on which these projects are located.



Printed: 1:50 PM, 23/02/2026

Page 03

West Cowra Recreational Ground (WCRG)



**sam
crawford**
architects

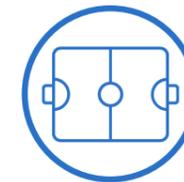
ACN 165 409 567 Nominated Architect Sam Crawford 6498



Consolidate building functions into one building (grandstand structure, including kiosk & amenities)



Crime Prevention Through Environmental Design (CPTED) will consider safety for users & access control



Improve connection of community room area and covered outdoor space with sports fields.



Remove all greyhound related infrastructure (storage shed, kennels, race enclosures, track, track fencing and rail, block enclosures, hare office and greyhound offices, track lighting)



Environmentally sustainable design. Materials suitable to the environment and public usage



Revised location of grandstand structure to suit new field layout.



Buildings should be well sealed and robustly built, to mitigate vermin, insects, duct and leaf ingress. This will reduce ongoing maintenance requirements.



Positive siting of any new building in relation to the existing oval



Improve accessibility to and around the building. Provide accessible seating to the grandstand.



Proposed building should consider the diverse activities held at the site (including concerts + community markets)



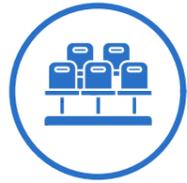
Support female attendance and participation in sports by providing appropriate facilities



Retain good orientation of grandstand building views to the field.

WCRG - Updated Return Brief - Project Considerations

Grandstand



- Currently there are approximately 200 existing spectator seats which are rarely filled to capacity.
- No increase to grandstand seating required.
- Existing spectator seating has accessibility limitations.
- Demolish existing grandstand and replace with compliant structure

Change Rooms



Following NRL Preferred Facilities Guidelines 2021 regional level facility

Change Rooms (2 x Home, 2 x Away)

- Change Area ~ 45 sqm (accomodating a team of 13, 4 substitutes, 2-3 coaches = 20-21 people)
- Showers ~ 15 sqm (4 showers)
- Toilets ~ 15 sqm (2 x WC's, 2 washbasins)
- Total per change room ~ 75 sqm
- Total change room area ~ 300 sqm

Gendered Referee Change Room

- 1 x Male (WCs and showers and a bench seating area) ~ 10sqm
- 1 x Female (WCs and showers and a bench seating area) ~ 10sqm

**No dedicated medical / massage / drug testing rooms
No lockers**

Store, Plant, Utilities, Comm Room



Allowance for 10 sqm per sport and for Council storage.

- Rugby League ~ 10sqm
- Soccer ~ 10sqm
- League Tag ~ 10sqm
- Touch Football ~ 10sqm
- Council Storage ~ 10sqm

Plant, Utilities, Comm Room Allowance ~ 5 sqm

Kiosk



Following NRL Preferred Facilities Guidelines 2021 regional level facility

- Kiosk ~ 40 sqm (minimum 30sqm)
- Dry storage ~ 5 sqm
- Cold storage ~ 5 sqm

Community Room & Viewing Area



Following NRL Preferred Facilities Guidelines 2021 regional level facility

- Community room and covered outdoor viewing area ~ 120 sqm

Public Amenities



Number of amenities facility to satisfy NCC compliance.

Existing amenities for all three structures on site.

Structure 1

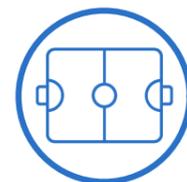
- 1 x accessible
- 3 x male WC (1 x ambulant WC, 2 x WC, 2 x urinal trough, 1 x basin)
- 3 x female WC (1 x ambulant WC, 2 x WC, 1 x basin)

Structure 2 & 3 (each)

- 3 x WC (1 x ambulant WC, 2 x WC, 1 x basin)

- Please note the seating capacity of the grandstand will inform the number of amenities we'll need to accomodate on site.

Landscape / Field



- No upgrade to asphalt carpark area
- Upgrade oval seating
- Upgrade paths of travel be accessible to and around the proposed building
- Scoreboard may be relocated in future development.
- Sports field layout and floodlighting may be reviewed and upgraded to meet future lighting requirements

WCRG - Updated Return Brief - Functional Brief



ACN 165 409 567 Nominated Architect Sam Crawford 6498

Preferred Concept Option *(New Build)*

Printed: 1:50 PM, 23/02/2026

WCRG - Preferred Concept

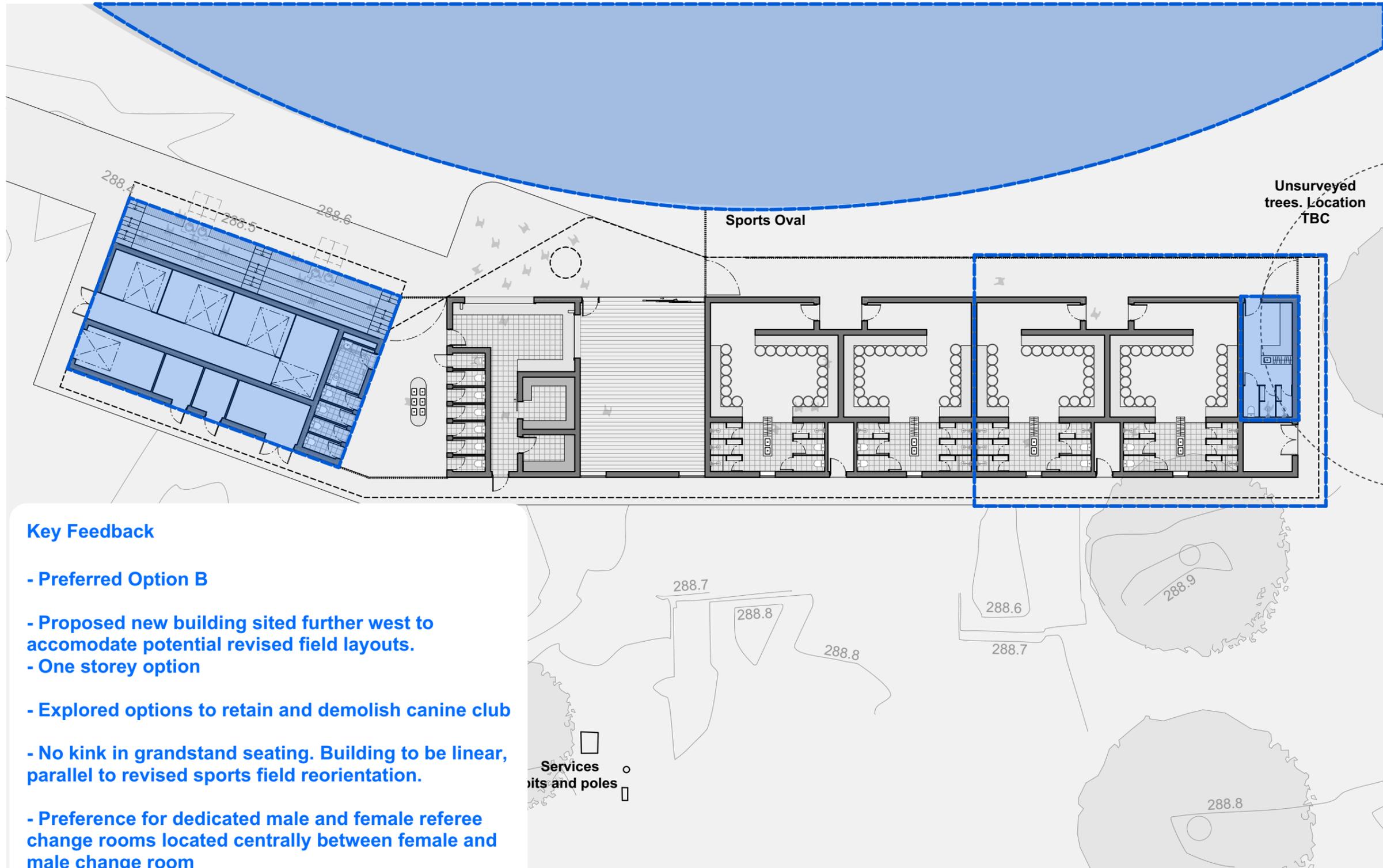
Page 06



Cowra
Council

**sam
crawford**
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:50 PM, 23/02/2026
Page 07



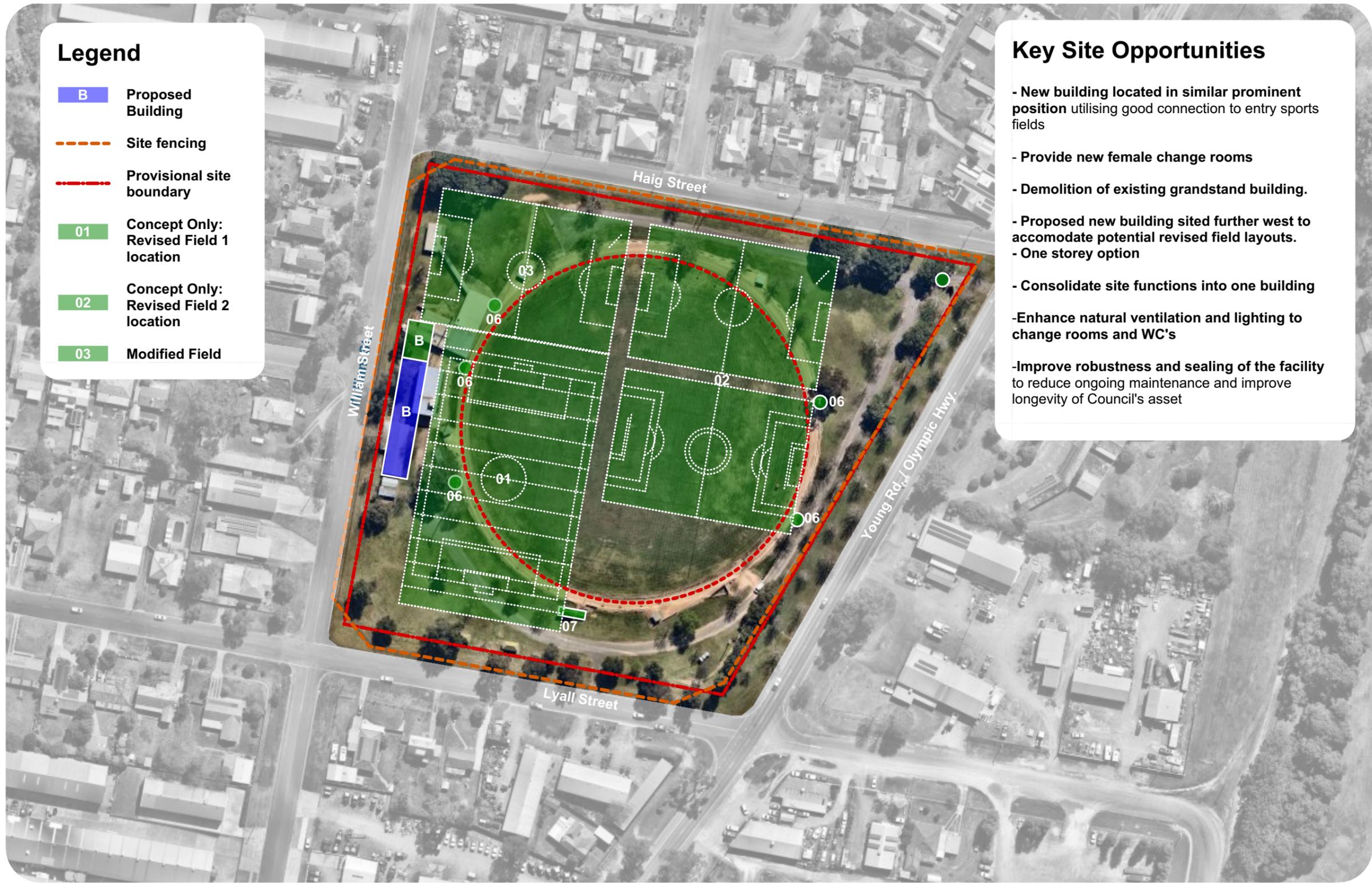
WCRG - Preferred Concept - Key Feedback



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Legend

- B Proposed Building
- Site fencing
- Provisional site boundary
- 01 Concept Only: Revised Field 1 location
- 02 Concept Only: Revised Field 2 location
- 03 Modified Field

Key Site Opportunities

- New building located in similar prominent position utilising good connection to entry sports fields
- Provide new female change rooms
- Demolition of existing grandstand building.
- Proposed new building sited further west to accommodate potential revised field layouts.
- One storey option
- Consolidate site functions into one building
- Enhance natural ventilation and lighting to change rooms and WC's
- Improve robustness and sealing of the facility to reduce ongoing maintenance and improve longevity of Council's asset

Printed: 1:51 PM, 23/02/2026

Page 08

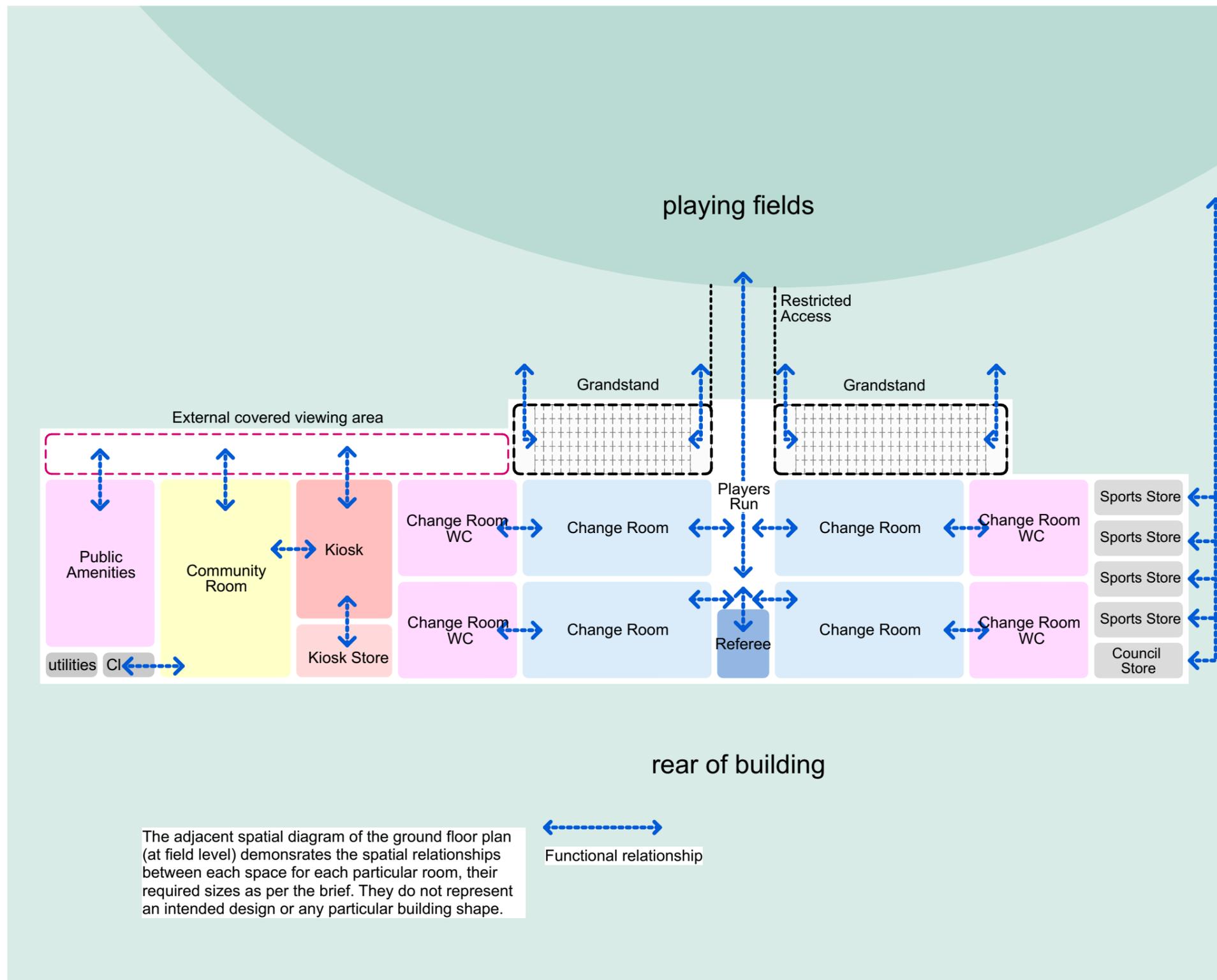
WCRG - Preferred Concept - Building Siting & Key Opportunities



Cowra Council

sam crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026
Page 09



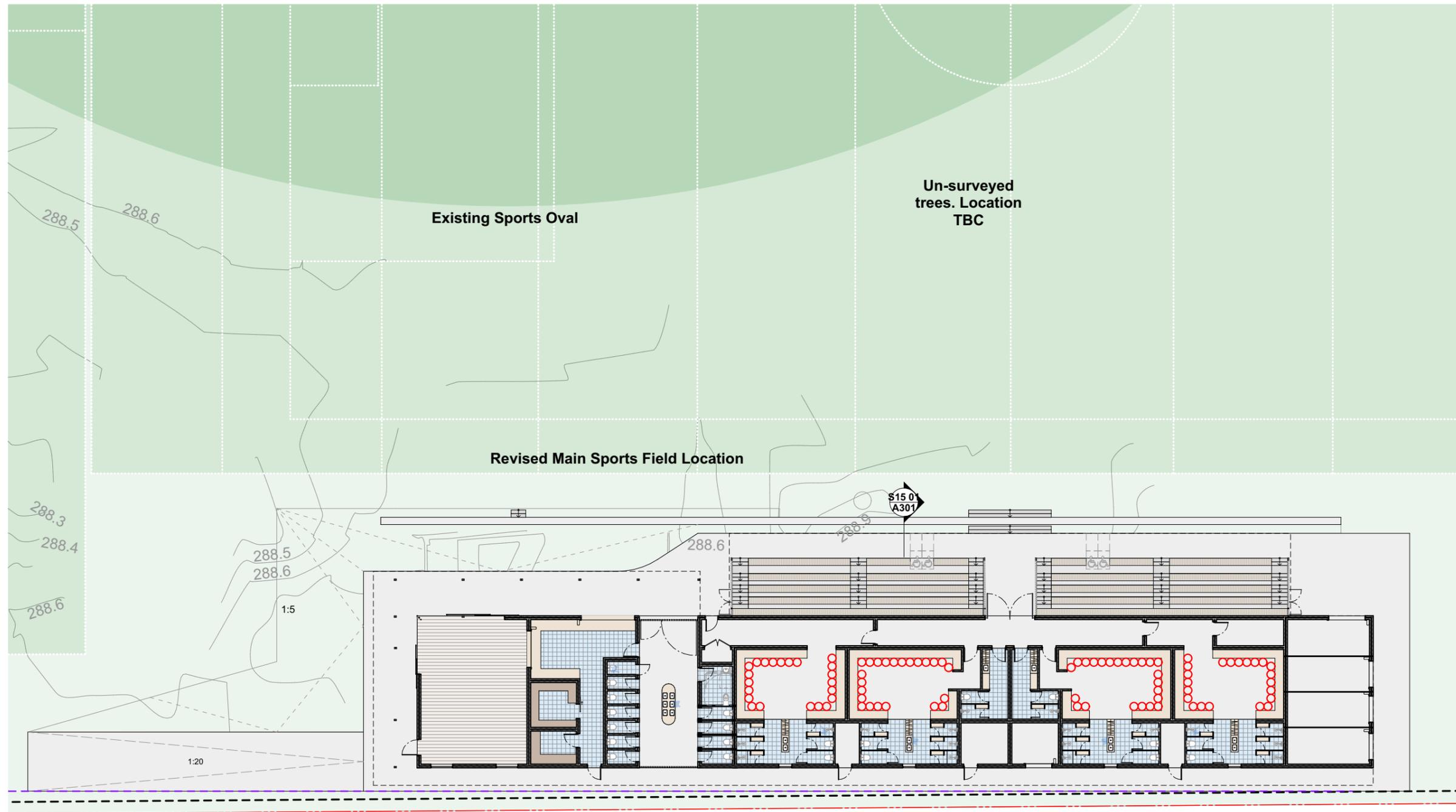
WCRG - Preferred Concept - Spatial Arrangement



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



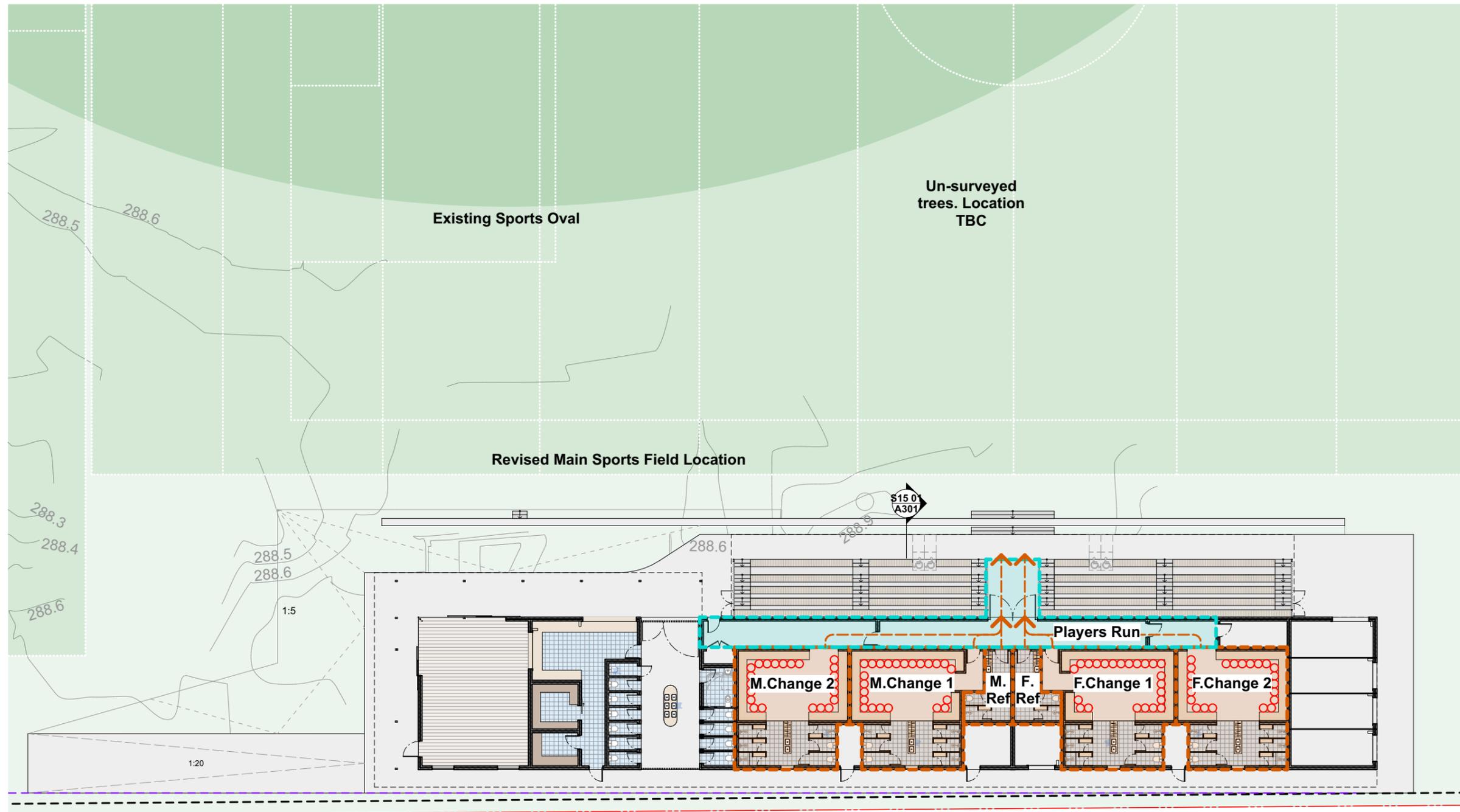
Printed: 1:51 PM, 23/02/2026

Page 10

WCRG - Preferred Concept - Layout



ACN 165 409 567 Nominated Architect Sam Crawford 6498

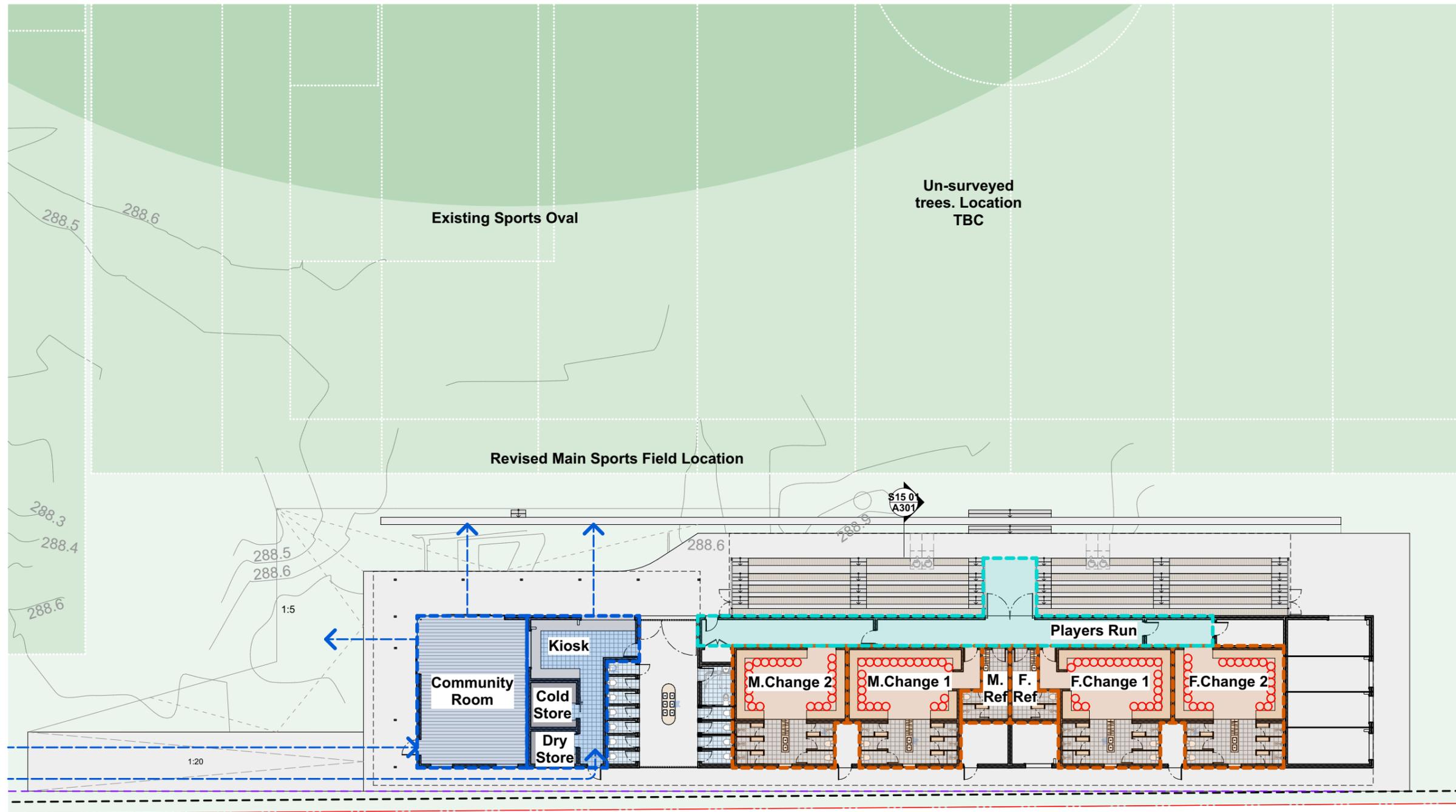


Printed: 1:51 PM, 23/02/2026

Page 11

WCRG - Preferred Concept - Layout - Sports



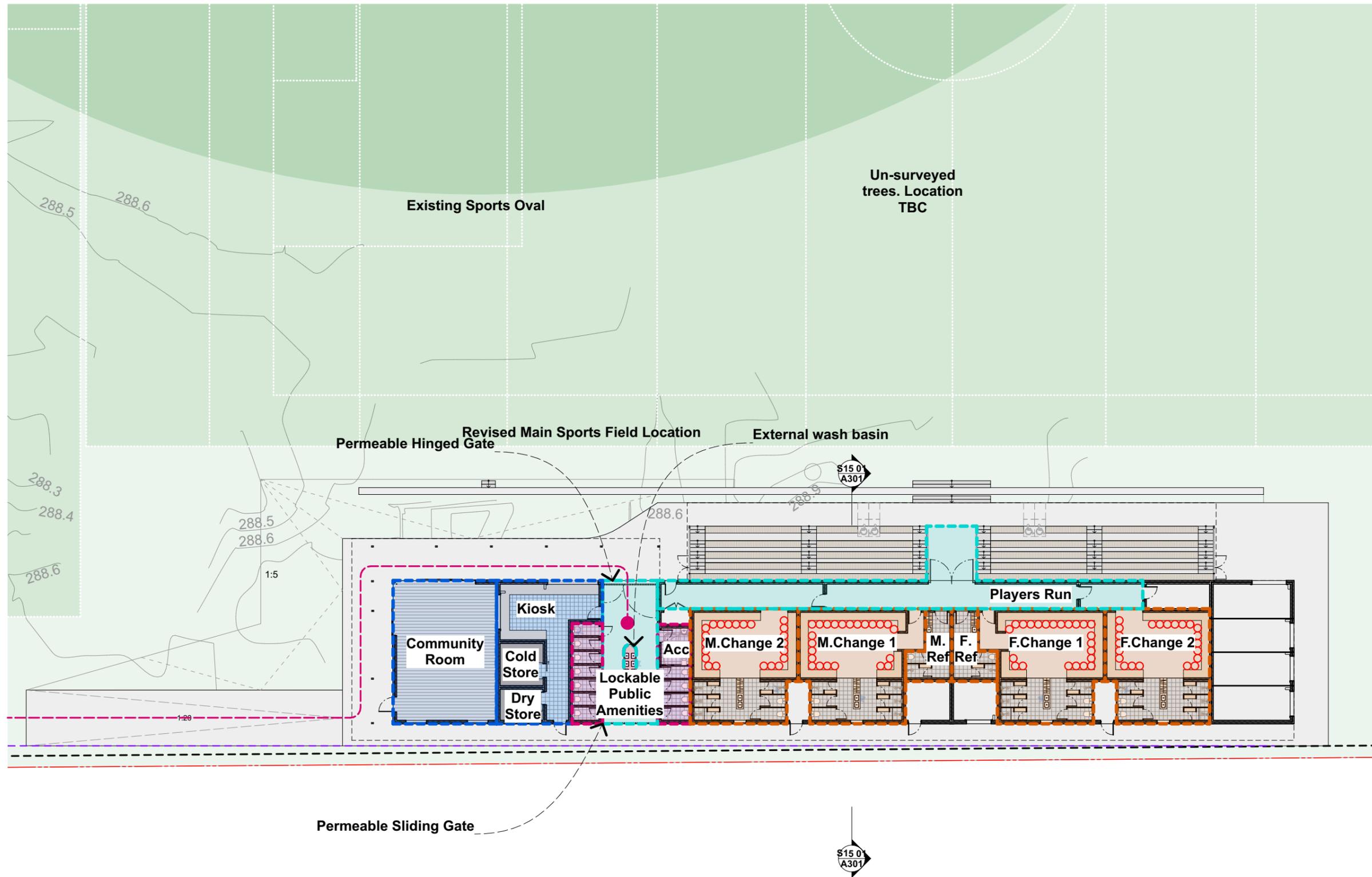


Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - Layout - Community



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026
Page 13



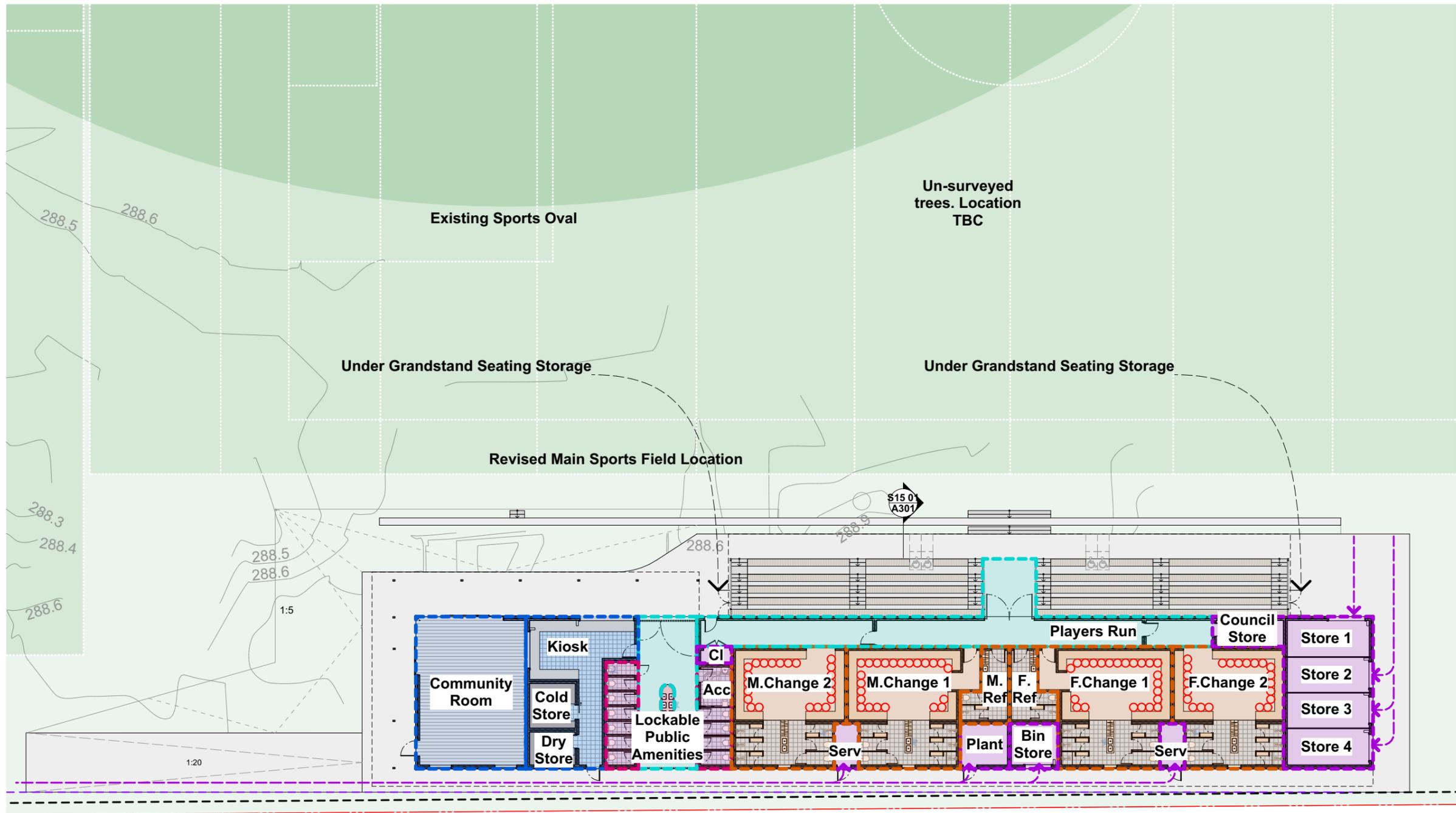
WCRG - Preferred Concept - Layout - Public Amenities



Cowra Council

sam
crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



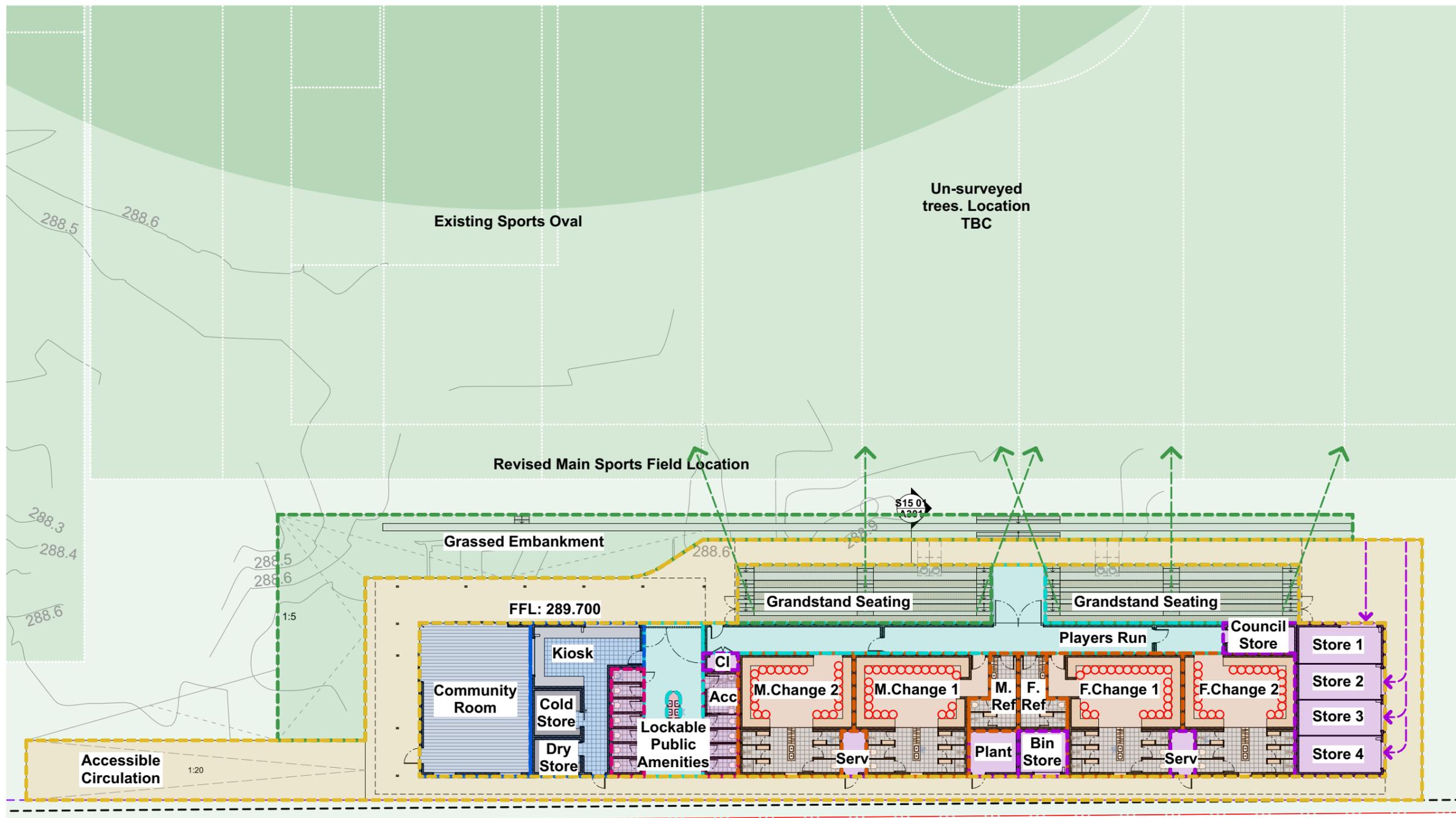
Printed: 1:51 PM, 23/02/2026
Page 14



WCRG - Preferred Concept - Layout - Store

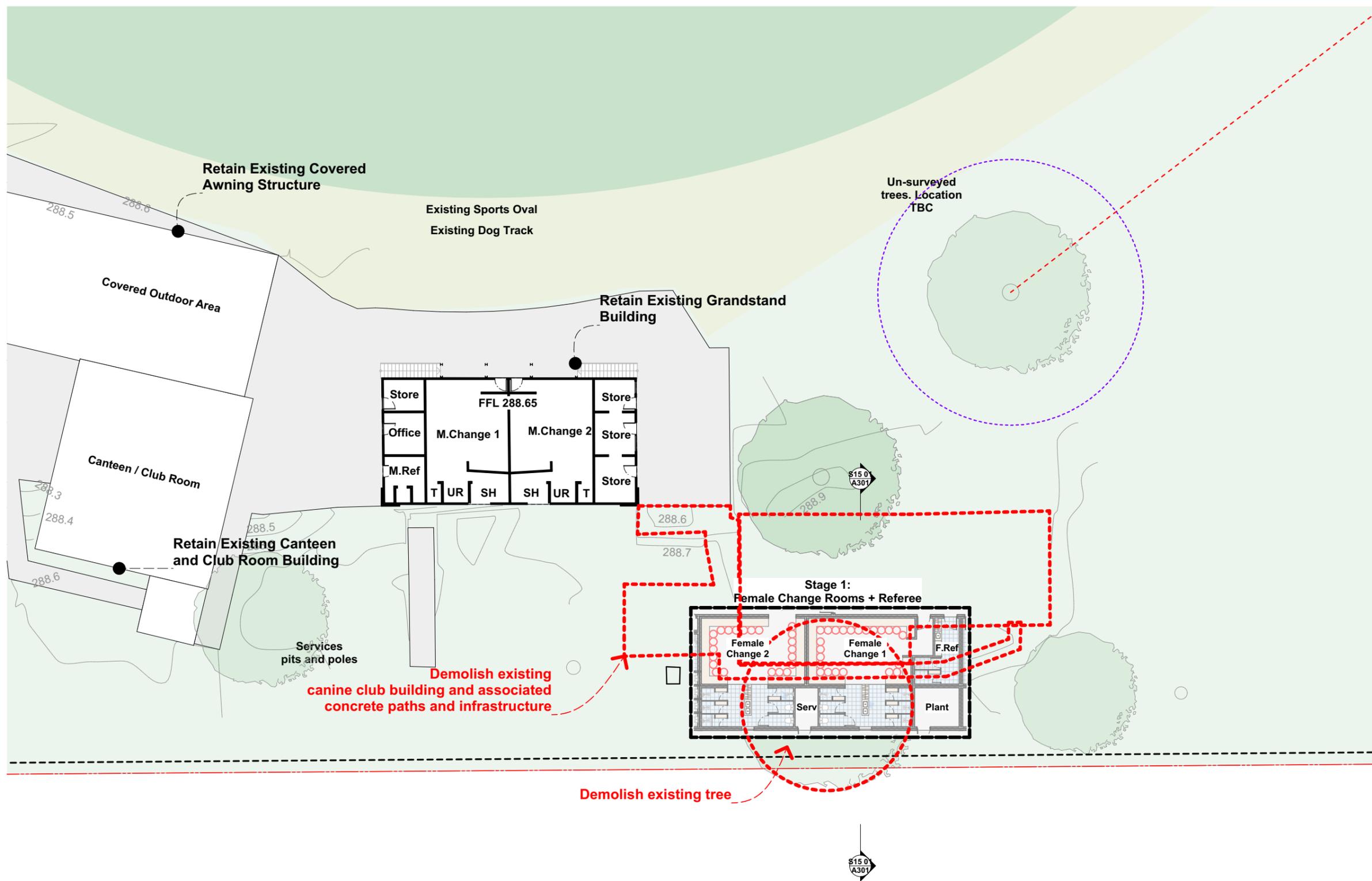


ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - Layout - Viewing

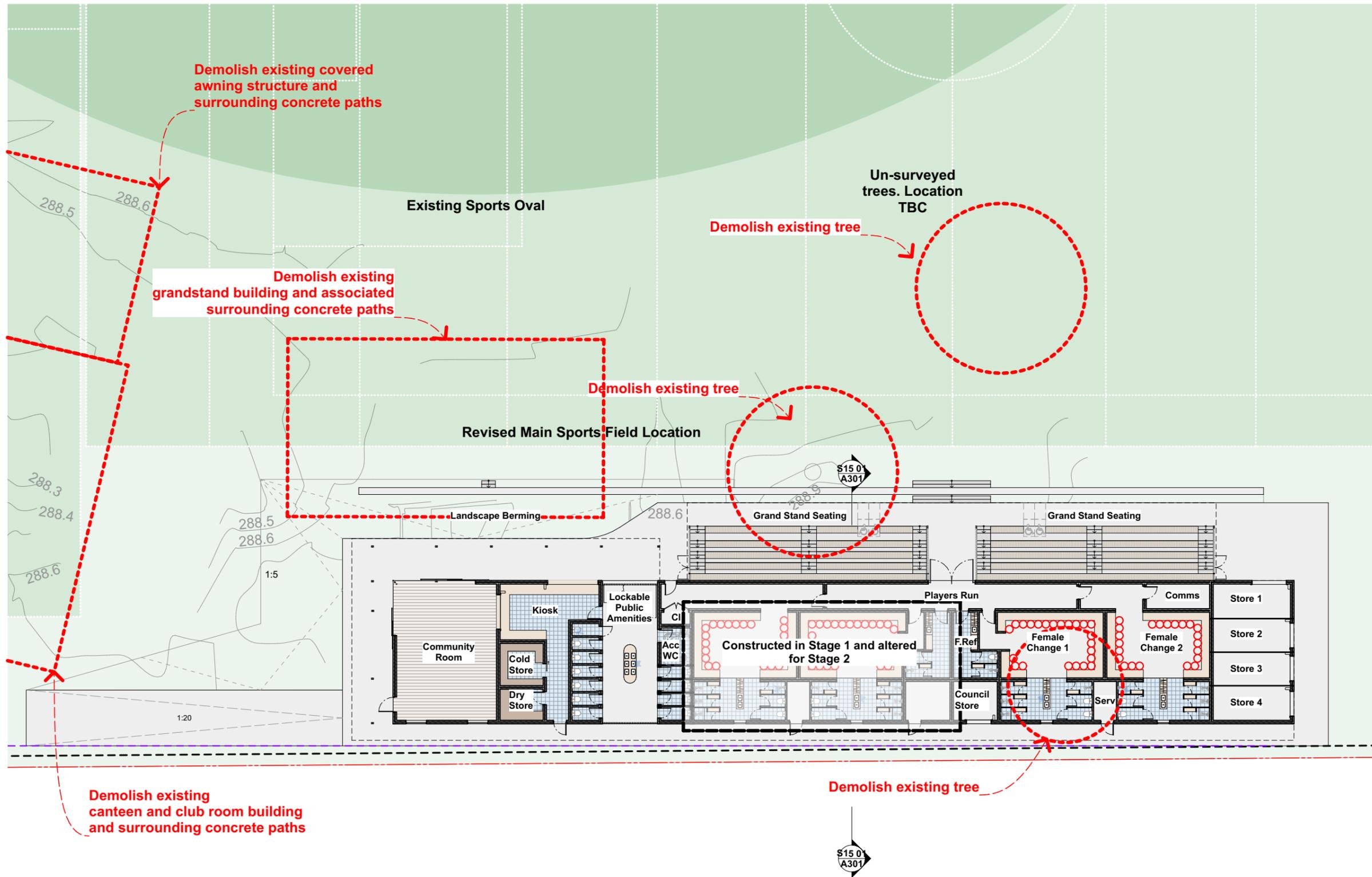


Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - Project Stage 1 (Demolish Canine Club)



ACN 165 409 567 Nominated Architect Sam Crawford 6498

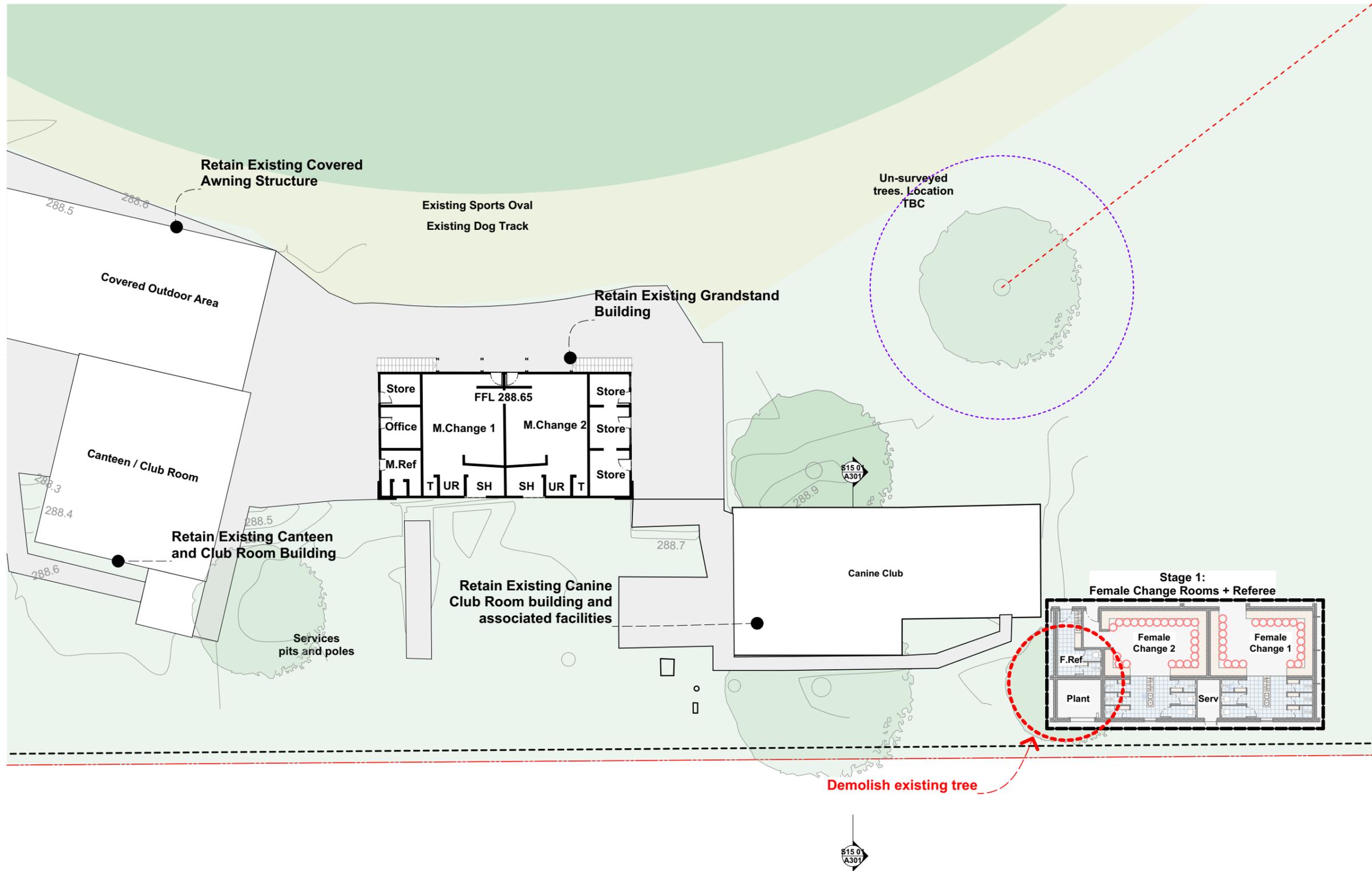


Printed: 1:51 PM, 23/02/2026
Page 17

WCRG - Preferred Concept - Project Stage 2 (Demolish Canine Club)



ACN 165 409 567 Nominated Architect Sam Crawford 6498

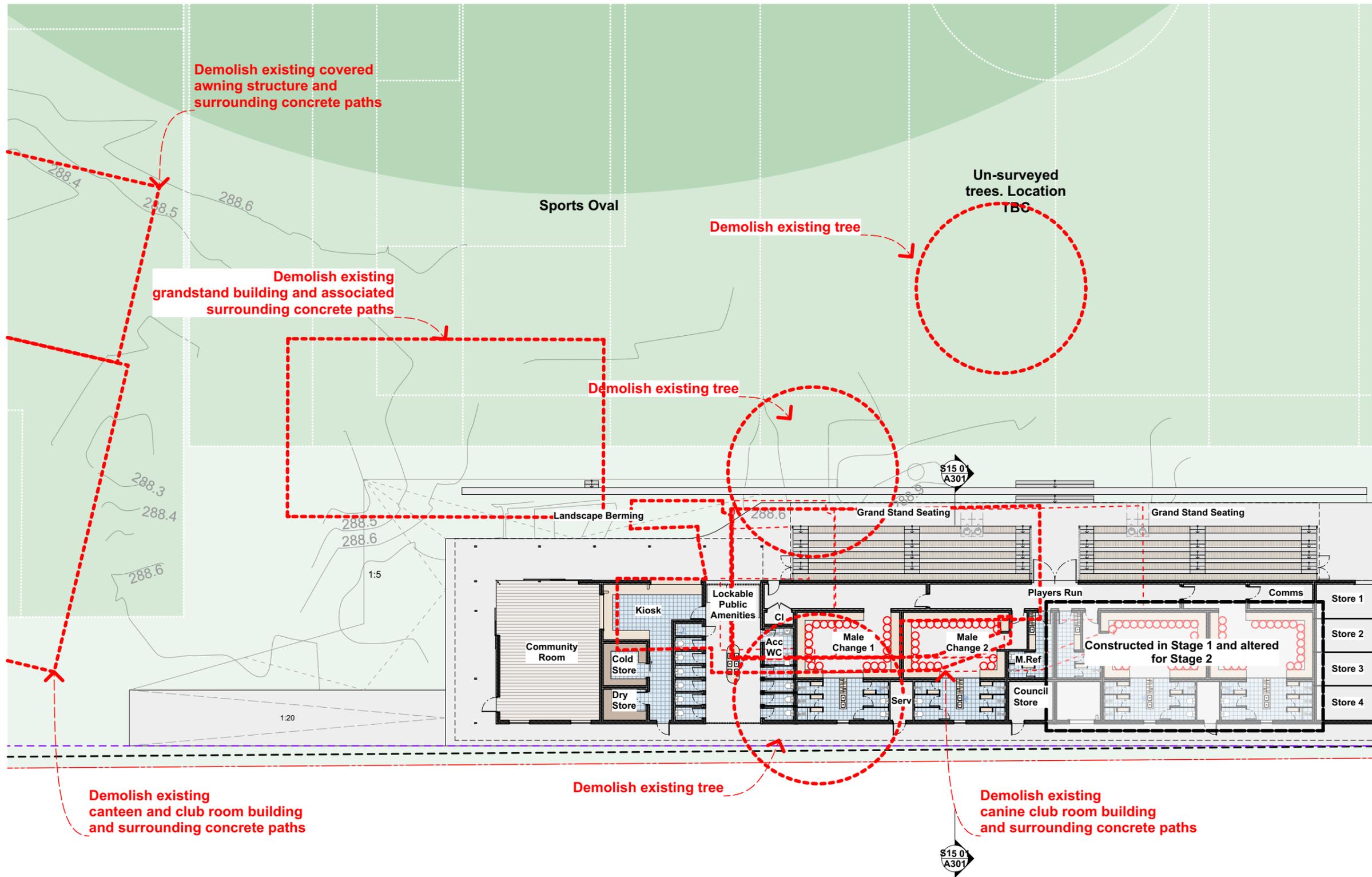


Printed: 1:51 PM, 23/02/2026

Page 18

WCRG - Preferred Concept - Project Stage 1 (Retain Canine Club)



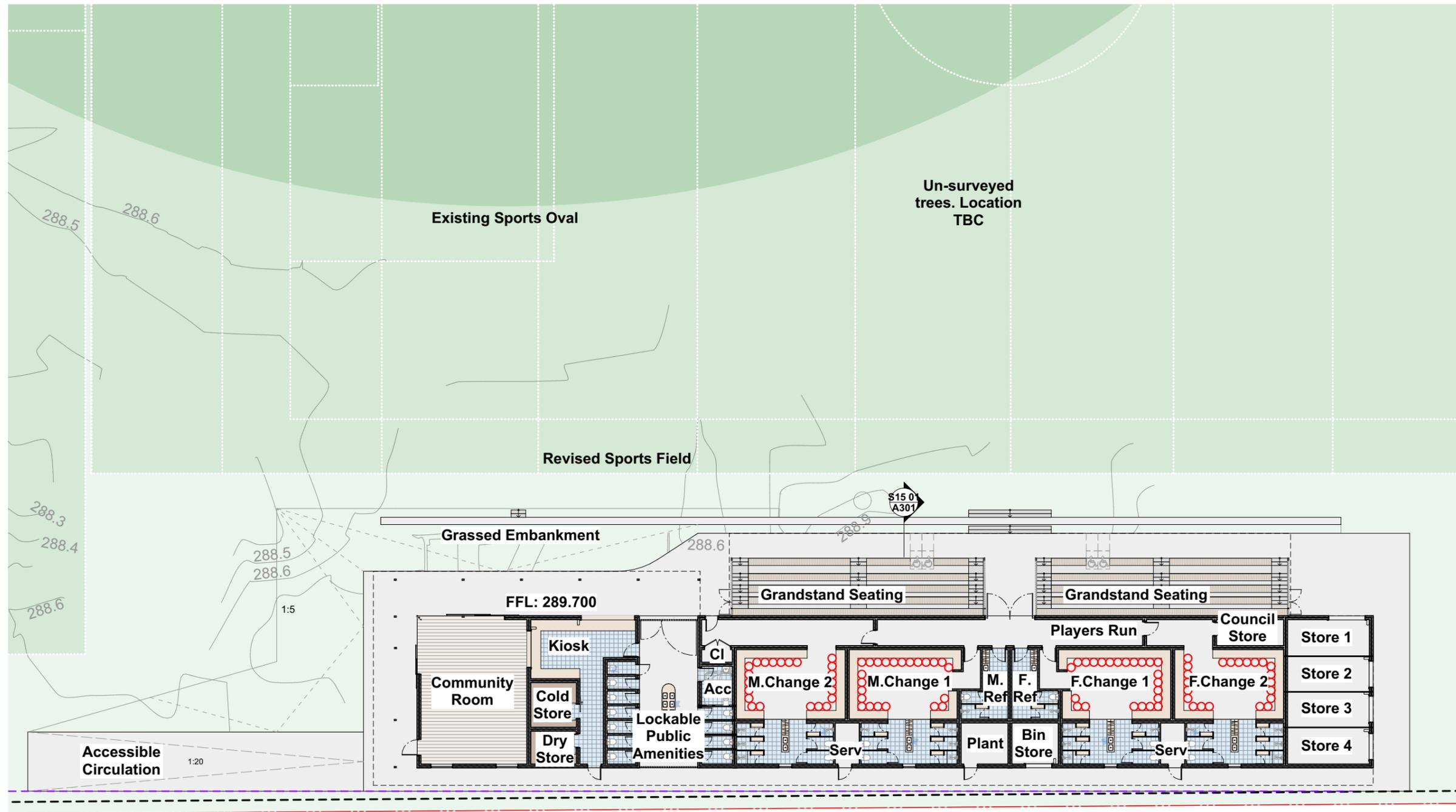


Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - Project Stage 2 (Retain Canine Club)



ACN 165 409 567 Nominated Architect Sam Crawford 6498

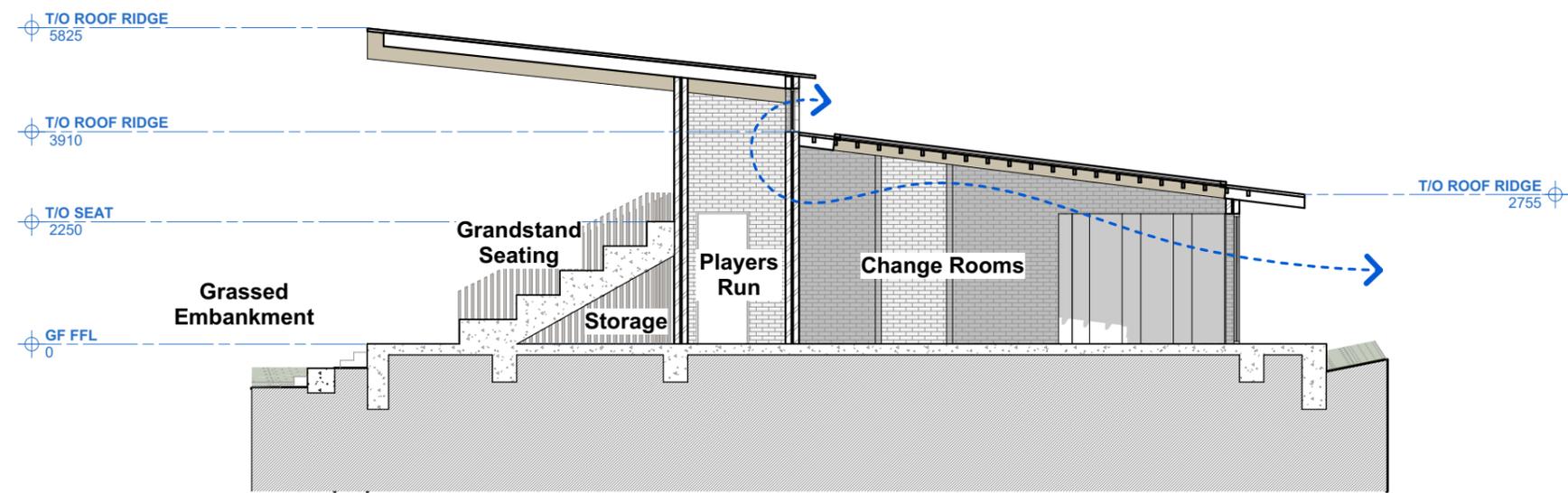


Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - Ground Layout



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - Typical Section

Page 21

 Cowra Council

 sam crawford architects
ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - View from Field

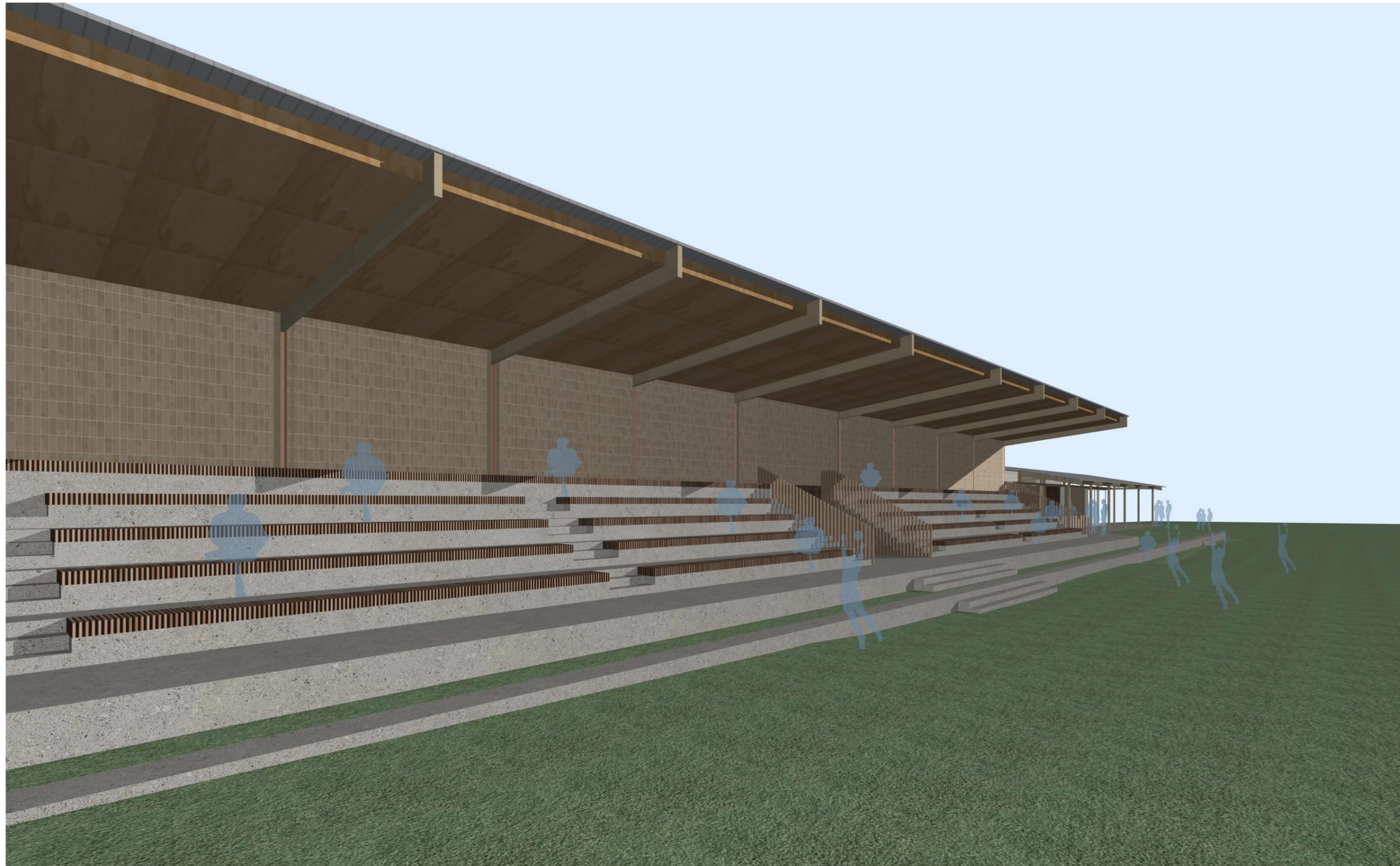
Page 22



Cowra Council

sam
crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

WCRG - Preferred Concept - View from Field

Page 23



ACN 165 409 567 Nominated Architect Sam Crawford 6498

Preferred Concept

Strengths

Single players & referee's run through middle of grandstand seating.

Landscape berming provides additional seating to sports field.

Elevated grandstand seating facing east and centred on main sports field provides optimal viewing experience for all viewers.

Community room located to address two sports fields

Simple roof form, easy to maintain

Lockable public amenities

Sports storage directly accessible from fields.

Opportunities

In future stages, consideration and discussion should be undertaken for accessible path of travel to the building from the entry and to the sports field.

Building sited close to boundary / existing fence line, consider revised access to the site for pedestrians or for back of house deliveries

Staging construction whilst retaining canine club creates female change rooms far away from existing grandstand and change room facilities.



Masonry Bricks - efficient and robust materials that are easily maintained. Anti graffiti coatings can be applied, and textured walls can minimise flat surfaces for graffiti



Metal roof sheeting

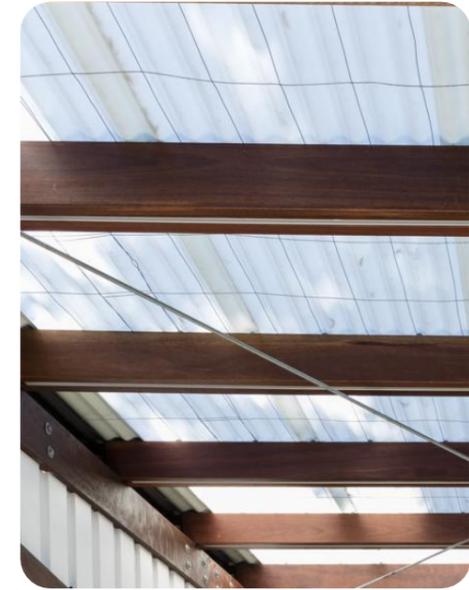


Fibre cement soffit.

Operable permeable and lockable steel gate



Galvanised steel, concrete slab, stainless steel wash basin



Translucent roof sheeting out of reach of users to provide light penetration to internal spaces.



Off form concrete grandstand seating with timber seat inserts. Steel cantilevering roof structure, option for mass timber cantilevering roof structure.

Simple Roof Form



Timber rafters, posts and beams to community room and kiosk and exposed corrugated roof sheeting externally.

Printed: 1:51 PM, 23/02/2026

Page 25

WCRG - Preferred Concept - Material Form and Precedence



Cowra Council

sam crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498

QS Estimate

Wilde and Woollard (WW) have been commissioned by Cowra Council to prepare a masterplan estimate for West Cowra Recreational Ground Amenities building. The scope of works involves:

- Demolition of existing building and construction of a new single storey amenities building, covered walkway and external works split between two stages. The works will also include a new grandstand seating area.

Stage 1: Construct female changing and WC's

Stage 2: Construct male changing, WC, Kiosk, grandstand and community room.

1.2 Estimate Summary

Wilde and Woollard's Budget Estimate is based on the provided documentation. The total estimate for the facility is **\$9,647,000 excl GST** split into the follow sections:

| DESCRIPTION | QUANTITY | UNIT | RATE | TOTAL |
|---|------------|-----------|------------------|---------------------|
| STAGE 1 | 146 | m2 | \$ 11,363 | \$ 1,659,000 |
| STAGE 2 | 618 | m2 | \$ 12,926 | \$ 7,988,000 |
| TOTAL CONSTRUCTION COST EXCL GST | 764 | m2 | \$ 12,627 | \$ 9,647,000 |

Key Notes

General

- Assumed site will be closed, and thus no allowance for temporary facilities
- No allowance for external lighting or connection to ausgrid or NBN connection.
- No allowance for OSD tank
- No allowance for removal of contaminated material
- No allowance for building artwork

Stage 1

- Allowance has been made to demolish existing amenities in stage 1 ~ \$28.6K. This could be done in Stage 2
- Cost estimate based off timber structure
- Assumed canine club to be retained

Stage 2

- No allowance for lockers
- Allowance for fill to site for landscape berming

2.2 Assumptions

We note the following assumptions have been included within our cost plan:

- Assumed builder will be given clear access to the areas.
- Works will be undertaken during normal construction hours.
- Assumed a fully documented / fixed lump sum procurement.
- The following allowances have been included:
 - Design Contingency – 10%
 - Construction Contingency – 10%
 - Authority Fees – 1.5%
 - Consultant Fees – 10% For stage 1
 - Consultant Fees – 11% For stage 2
 - Escalation to Feb 26 – 2% For stage 1
 - Escalation to Oct 28 – 14% For stage 2

2.3 Exclusions

The estimates exclude the following items:

- Adverse soil conditions (contaminated soil, soft spots etc)
- Excavation, removal and replacement of rock, building rubble, in ground structures etc.
- Site infrastructure works beyond the site boundary not indicated
- Emergency / Backup power and UPS
- Fixtures, fittings and equipment
- ESD Allowance
- Out of hours work
- Fire Sprinklers
- Land, Legal, marketing and Finance costs
- Consultant Fees
- OSI (substation)
- Other exclusions as specifically noted within this estimate
- Escalation beyond Feb 2026 for stage 1 and Oct 2028 for stage 2
- Goods and services tax (GST)

WCRG - Preferred Concept - Cost Estimate



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Context Analysis

- 01 West Cowra Recreational Ground
- 02 Edgell Park
- 03 Mulyan Oval

02

Printed: 1:51 PM, 23/02/2026



Page 27

Edgell Park



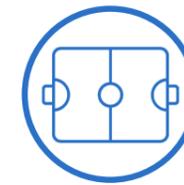
ACN 165 409 567 Nominated Architect Sam Crawford 6498



Consolidate unused building functions (i.e. reduce overall change room area, and storage area)



Crime Prevention Through Environmental Design (CPTED) will consider safety for users & access control



Improve connection of covered outdoor space with sports fields.



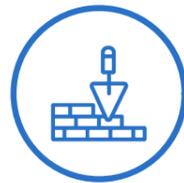
Support female attendance and participation in sports by providing the appropriate facilities



Environmentally sustainable design. Materials suitable to the environment and public usage



Retain orientation of building and external covered area providing spectating viewing of both sides of the fields.



Well sealed and robustly built, to mitigate vermin and leaf ingress, and to reduce ongoing maintenance requirements. Robustly built to endure 1:100 year flood.



Positive siting of a new building in relation to park setting and sports fields on northern and southern ends. If possible locate building to reduce impacts of 1:100 year floods.



Improve accessibility to and around the building and provide accessible WC easily accessible to the public.

Edgell Park - Updated Return Brief - Project Considerations

Kiosk



Existing amenities building has a kiosk area of ~ 35 sqm

New kiosk to match existing kiosk area ~ 35 sqm
No separate dry or cold storage.

Public Amenities



Number of amenities facility to satisfy NCC compliance.

We

Existing amenities

- 1 x male WC (1 x ambulant WC, 1 x urinal trough, 1 x basin)
- 2 x female WC (1 x ambulant WC, 1 x WC, 1 x basin)

New accessible WC.

Change Rooms



Existing change facilities are currently being used as store rooms. The majority of users at the park, junior athletes, arrive for their sports already changed into sports gear.

There are a minority of stakeholders who would still prefer a change area with a shower to get ready. A viable option that maybe change room of a similar size to a referee change room (~ 20sqm), accommodating bench seat, 1 x shower and a WC.

Unisex Referee / Baby Change Room

- 1 x WCs and showers and a bench seating area ~ 20 sqm

Unisex Change rooms

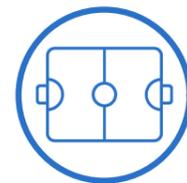
- 2 x WCs and showers and a bench seating area

External Covered Viewing Area



Existing external covered viewing area (including eaves over circulation) ~ 210 sqm. New external covered viewing area to match existing.

Landscape / Field



No upgrades

Store, Plant, Utilities, Comm Room



Existing storage sizes as per below

Existing hockey storage space ~ 13sqm

Existing change rooms being used as storage space ~ 42sqm x 2 = 94sqm

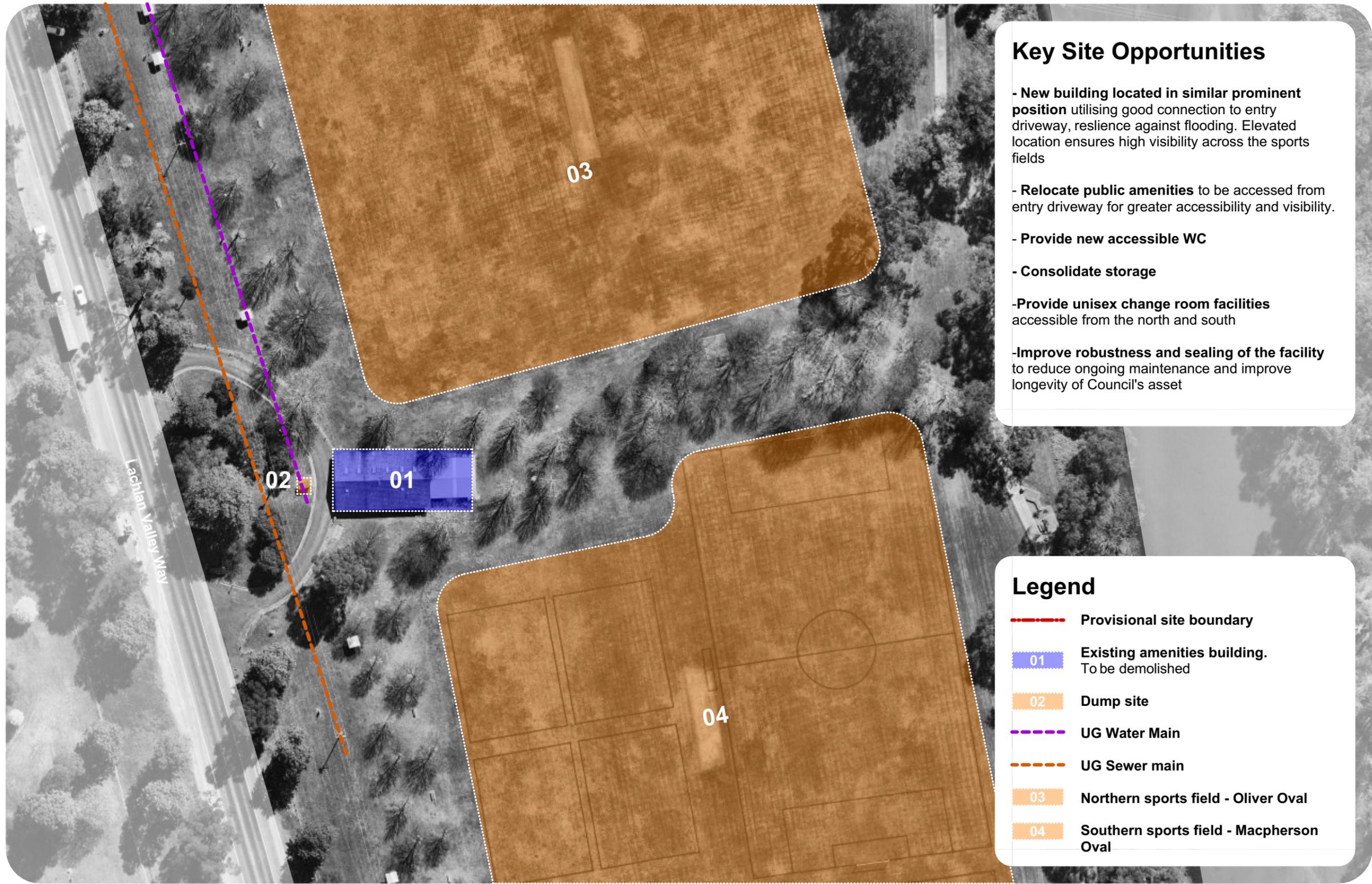
Existing storage space ~ 13sqm

Total existing storage space ~ 120sqm

We have based our new storage sizes on the areas currently being used as store noting that Council's preference is not to have any more hockey storage space.

New storage space ~ 105sqm

Portable goal storage space ~ 10sqm



Key Site Opportunities

- **New building located in similar prominent position** utilising good connection to entry driveway, resilience against flooding. Elevated location ensures high visibility across the sports fields
- **Relocate public amenities** to be accessed from entry driveway for greater accessibility and visibility.
- **Provide new accessible WC**
- **Consolidate storage**
- **Provide unisex change room facilities** accessible from the north and south
- **Improve robustness and sealing of the facility** to reduce ongoing maintenance and improve longevity of Council's asset

Legend

- - - - Provisional site boundary
- 01 Existing amenities building. To be demolished
- 02 Dump site
- - - - UG Water Main
- - - - UG Sewer main
- 03 Northern sports field - Oliver Oval
- 04 Southern sports field - Macpherson Oval

Printed: 1:51 PM, 23/02/2026

Edgell Park - Building Siting & Key Opportunities



ACN 165 409 567 Nominated Architect Sam Crawford 6498

Preferred Concept Option

Printed: 1:51 PM, 23/02/2026

Edgell Park - Preferred Concept

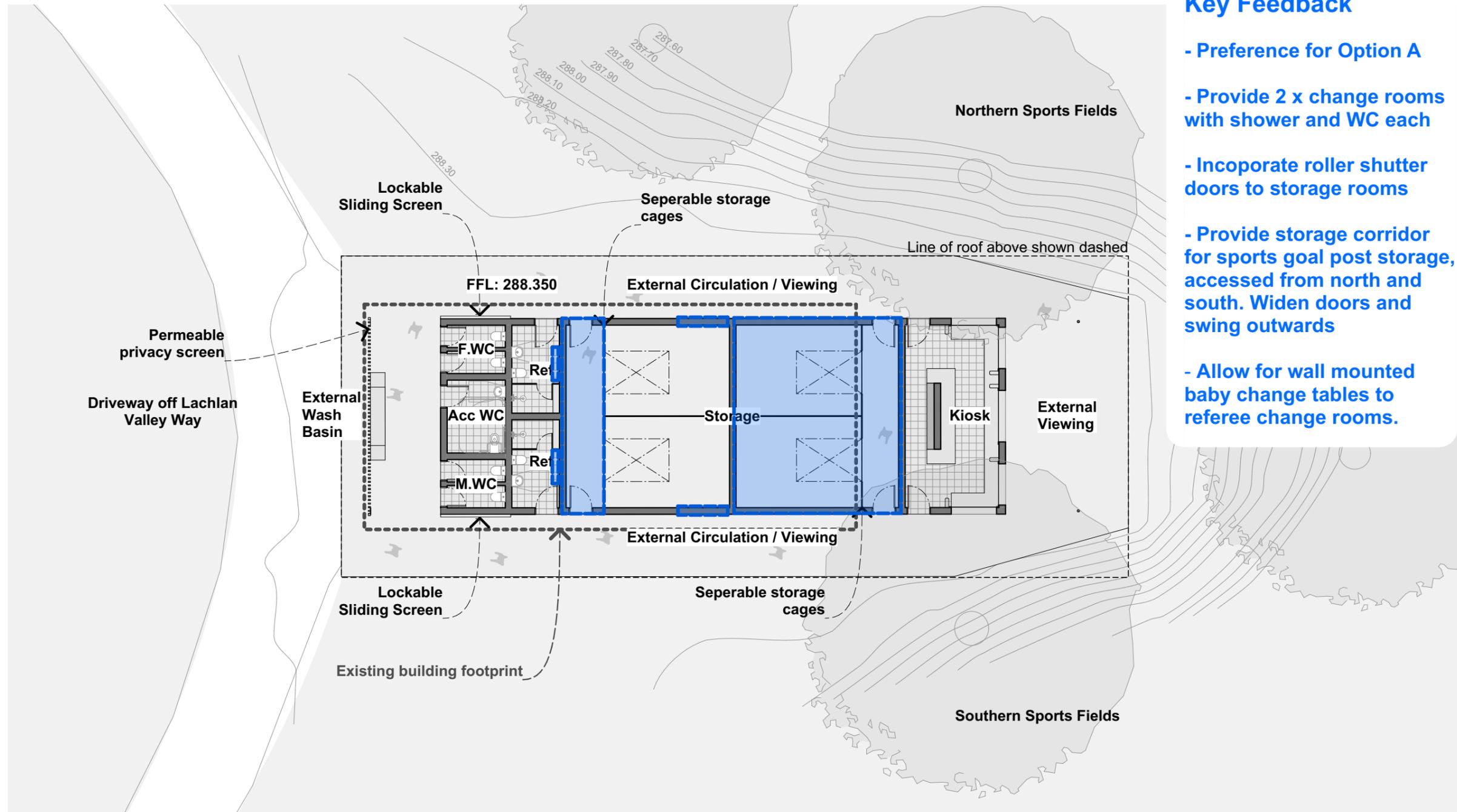
Page 31



Cowra
Council

sam
crawford
architects

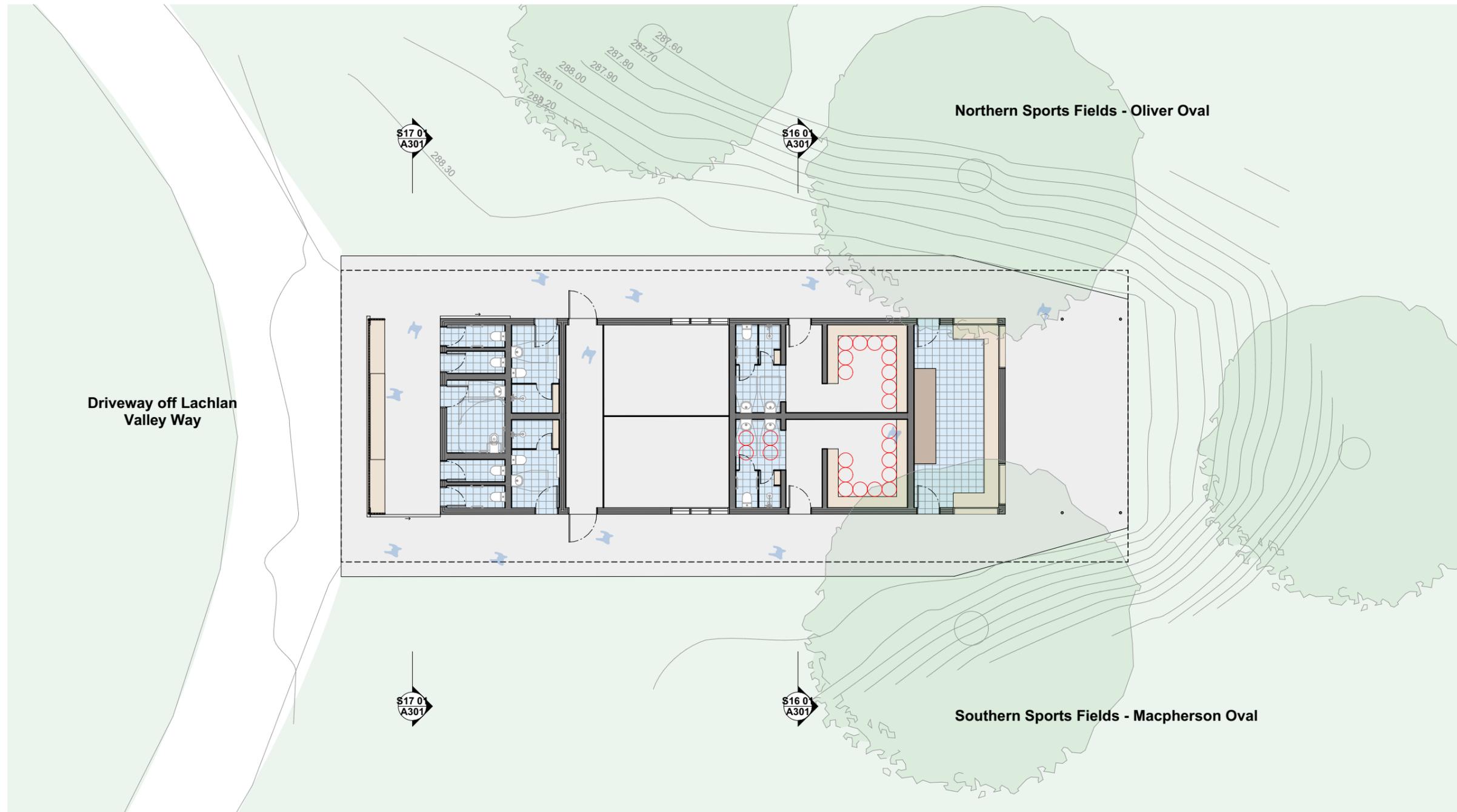
ACN 165 409 567 Nominated Architect Sam Crawford 6498



Key Feedback

- Preference for Option A
- Provide 2 x change rooms with shower and WC each
- Incorporate roller shutter doors to storage rooms
- Provide storage corridor for sports goal post storage, accessed from north and south. Widen doors and swing outwards
- Allow for wall mounted baby change tables to referee change rooms.

Printed: 1:51 PM, 23/02/2026



Printed: 1:51 PM, 23/02/2026



Page 33

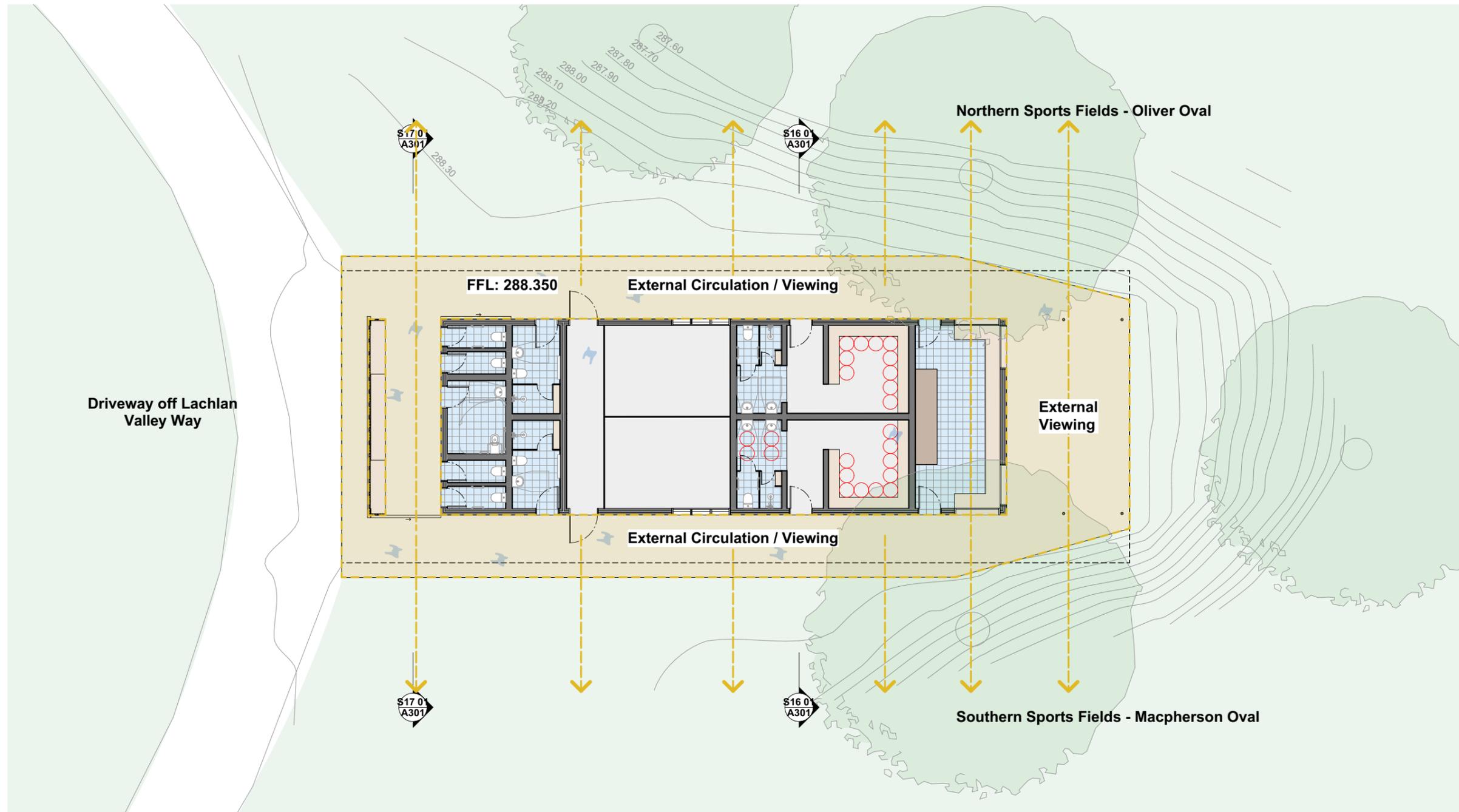
Edgell Park - Preferred Concept - Layout



Cowra Council

sam
crawford
architects

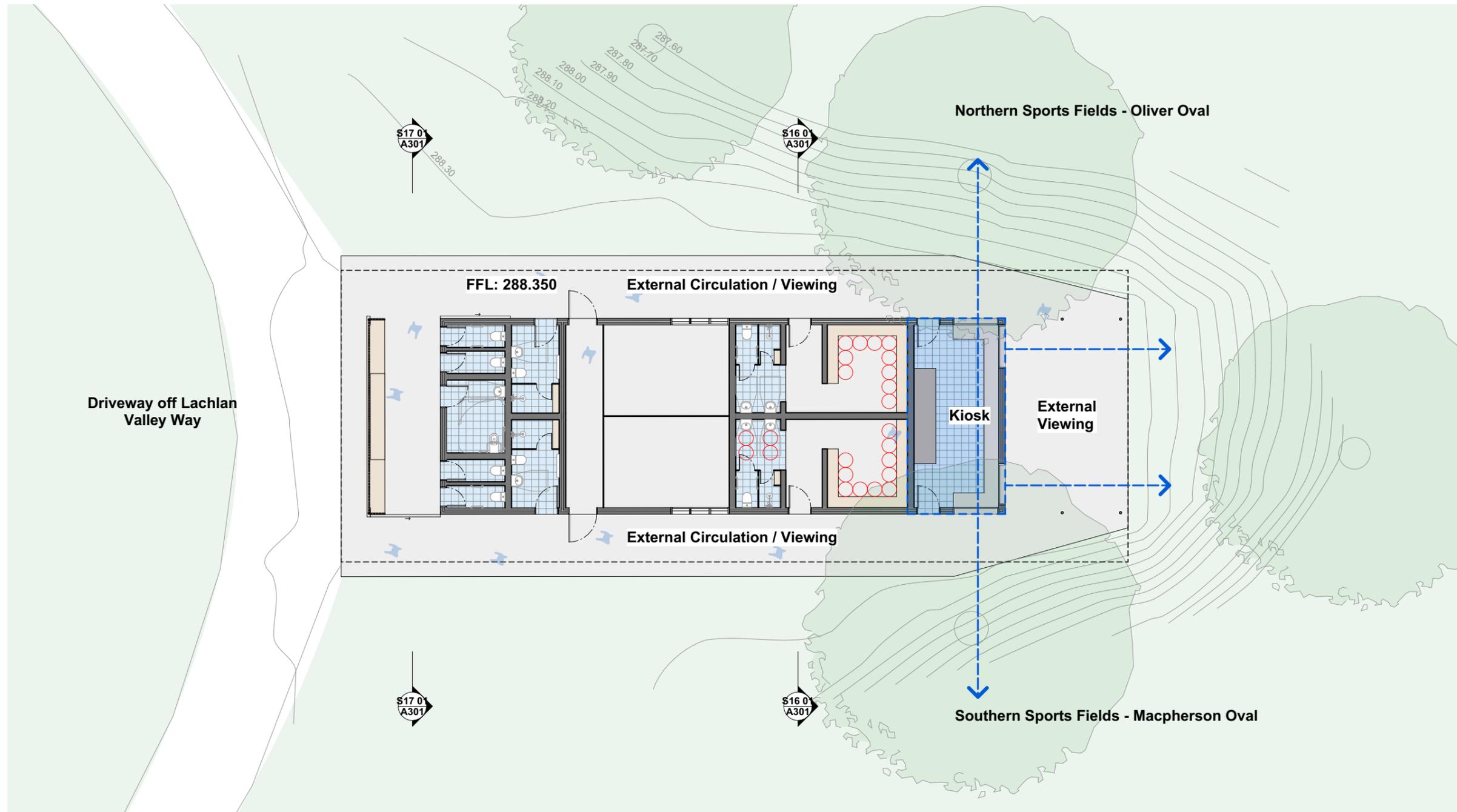
ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

Edgell Park - Preferred Concept - Layout - External Circulation

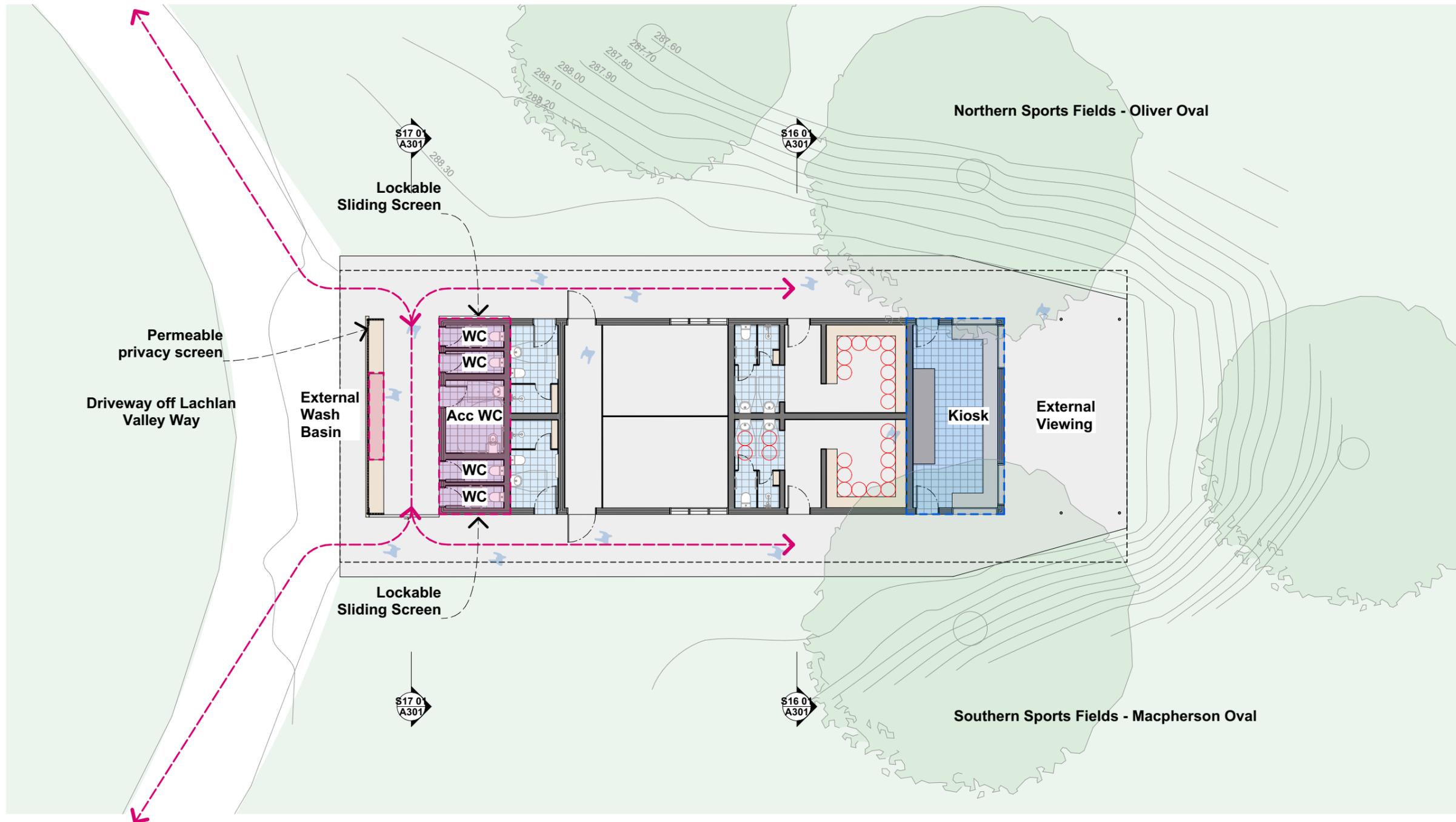




Printed: 1:51 PM, 23/02/2026

Edgell Park - Preferred Concept - Layout - Community





Printed: 1:51 PM, 23/02/2026
Page 36



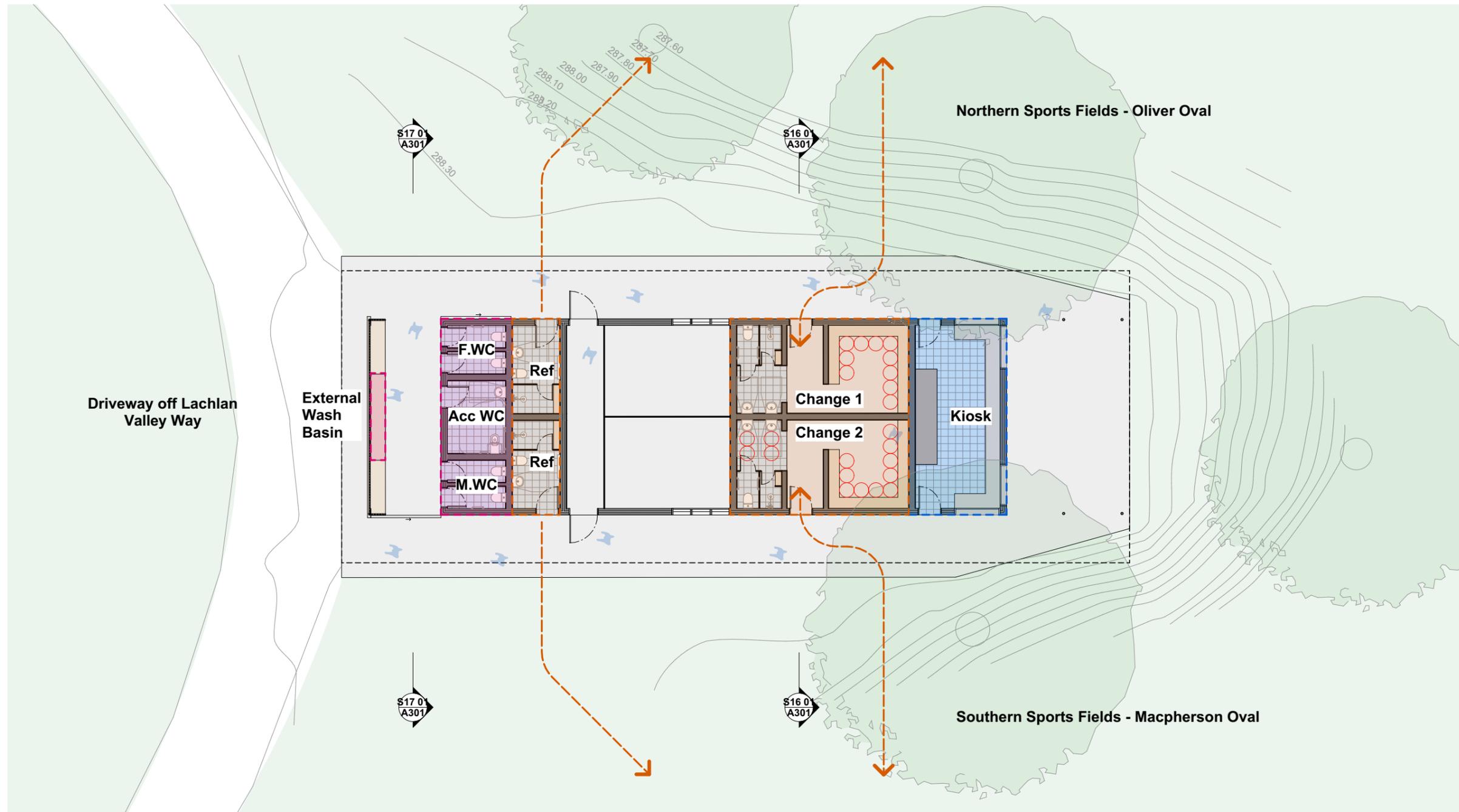
Edgell Park - Preferred Concept - Layout - Public Amenities



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026
Page 37



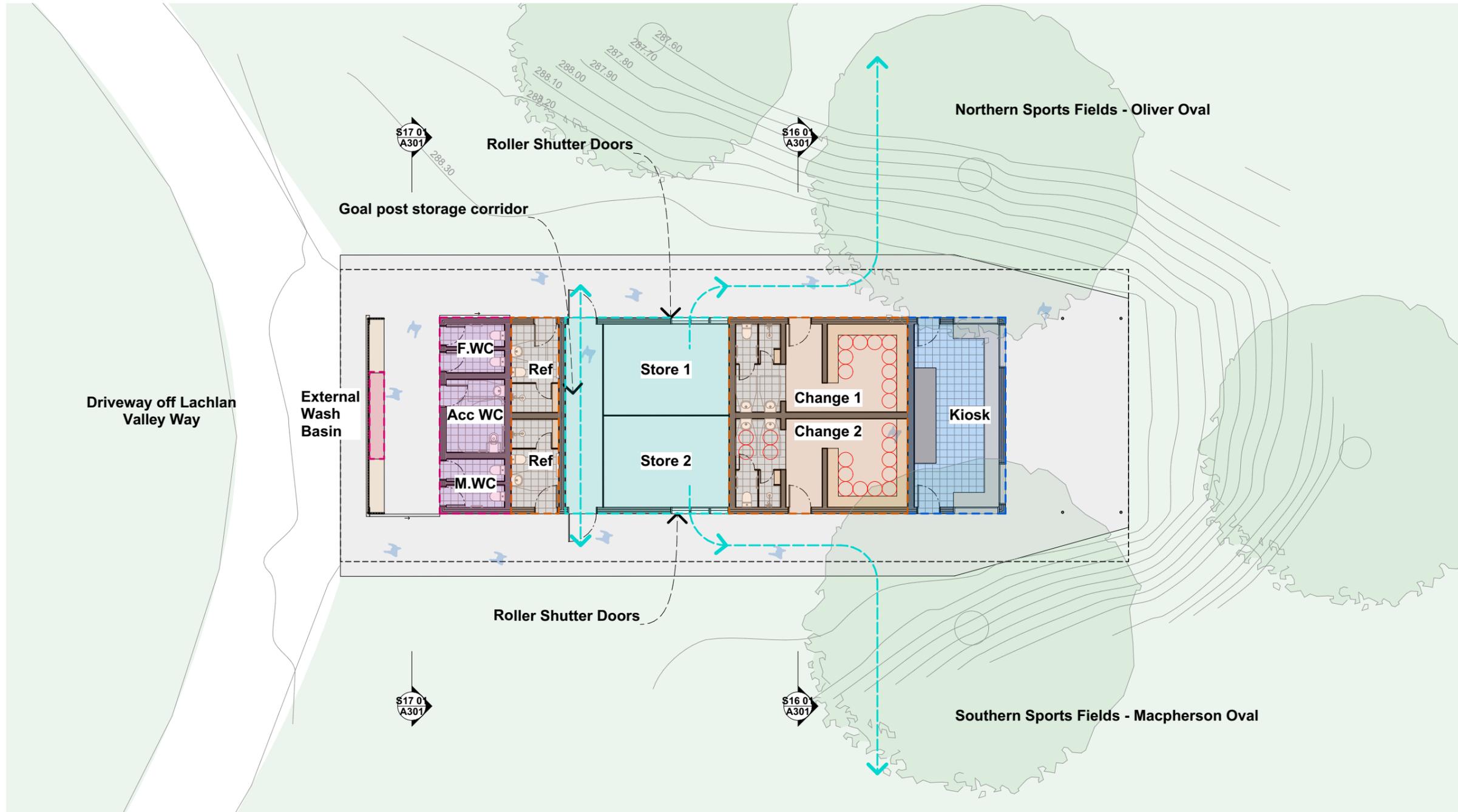
Edgell Park - Preferred Concept - Layout - Sports



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

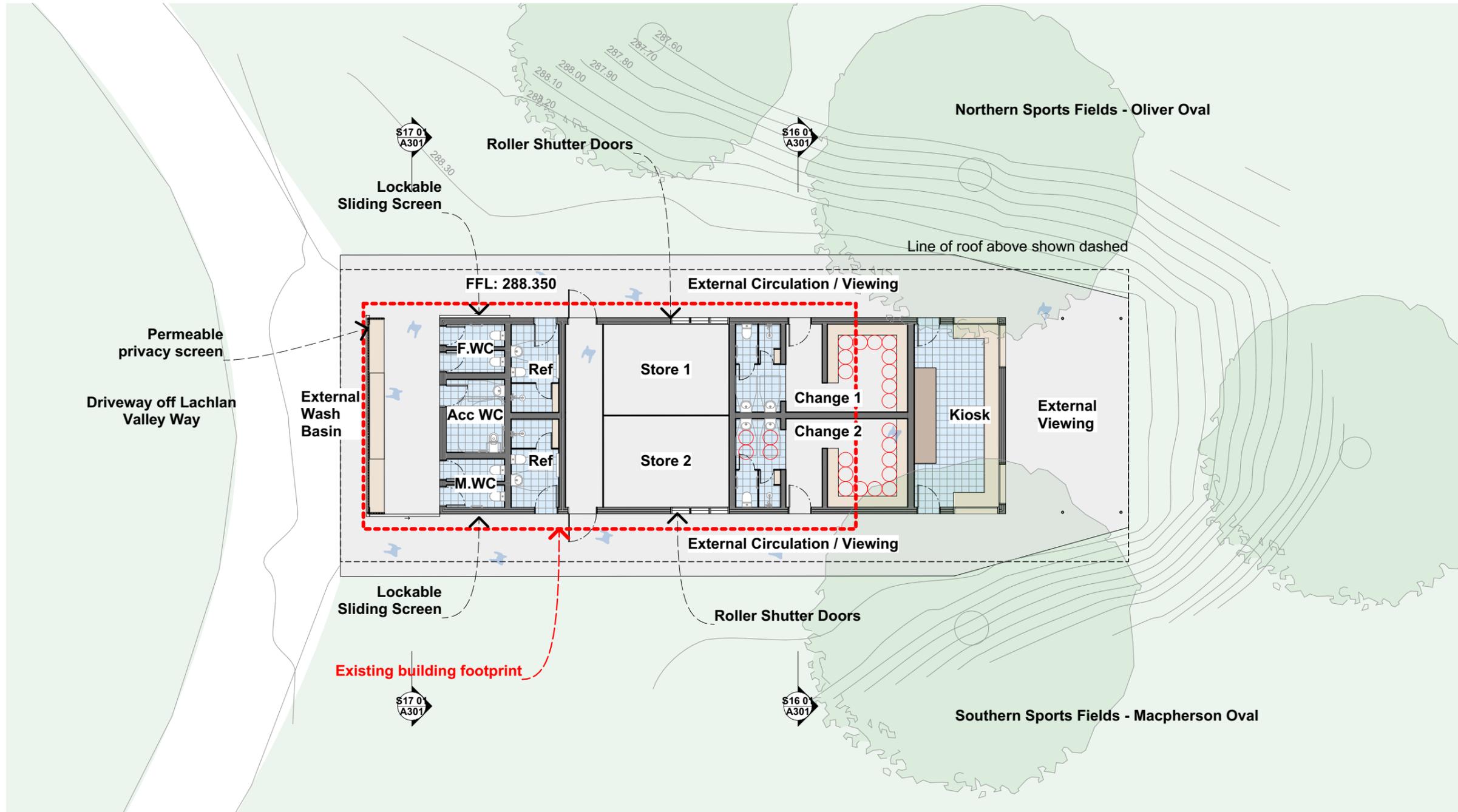
Edgell Park - Preferred Concept - Layout - Store



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498

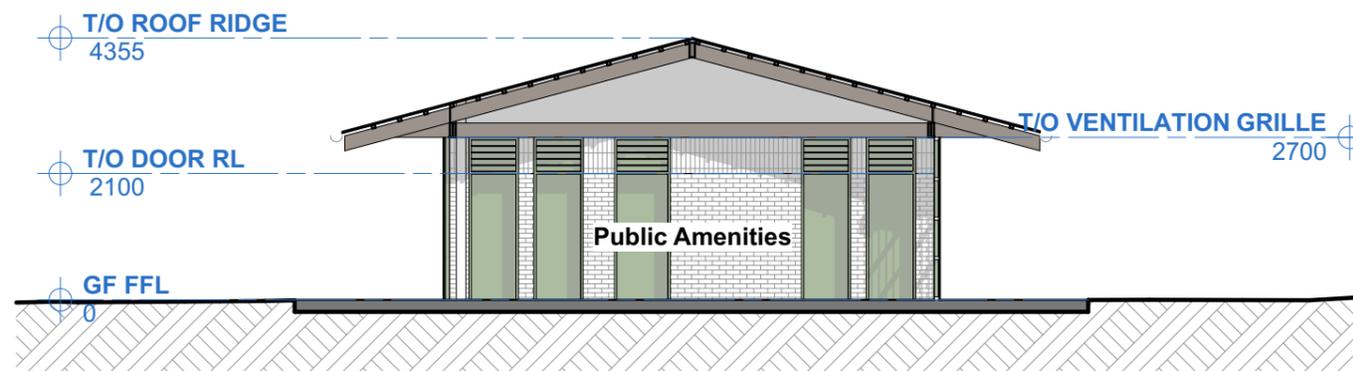


Printed: 1:51 PM, 23/02/2026

Edgell Park - Preferred Concept - Layout



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:51 PM, 23/02/2026

Page 40

Edgell Park - Preferred Concept - Typical Section



Cowra
Council

**sam
crawford**
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026

Page 41

Edgell Park - Preferred Concept - View From Driveway



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026

Page 42

Edgell Park - Preferred Concept - View From External Area



Cowra Council

sam
crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498

Preferred Concept

Strengths

Slimmer building footprint maximises external viewing area along length of building

Non gendered open public amenities with communal external wash basin provides greatest flexibility of use. Easier to maintain.

All toilets visible to supervising parents

Simple roof form, easy to maintain

Lockable public amenities

Built within similar existing building footprint. Reuse existing services.

Active frontage to driveway

Referee rooms used as public baby change room outside of sports days for people stopping by

Flexibility of 2 x change rooms

Dedicated sports goal storage accessible from both sides

Roller shutter doors to storage rooms for ease of movement

Opportunities



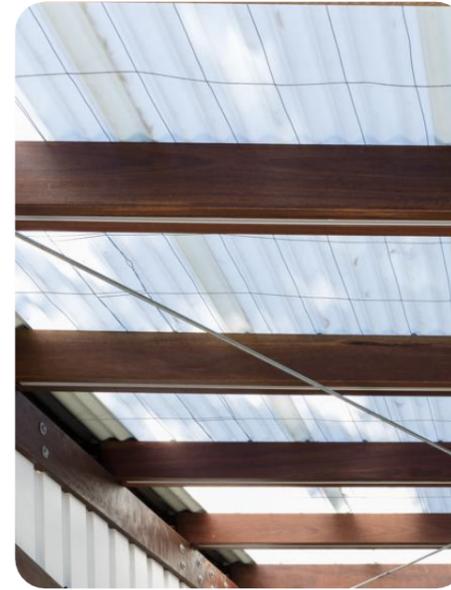
Masonry Bricks - efficient and robust materials that are easily maintained. Anti graffiti coatings can be applied, and textured walls can minimise flat surfaces for graffiti



Metal roof sheeting



Operable permeable and lockable steel gate



Translucent roof sheeting out of reach of users to provide light penetration to internal spaces.

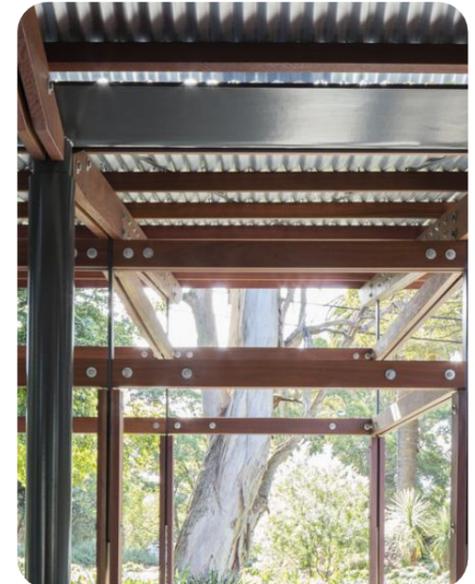


Galvanised steel, concrete slab, stainless steel wash basin



Textured walls to minimise flat surfaces for graffiti.

Simple roof form - self cleaning and easily maintained. Maximising daylight into internal areas



Timber rafters and exposed corrugated roof sheeting.

Printed: 1:52 PM, 23/02/2026

Page 44

Edgell Park - Material & Form Precedence



Cowra Council

sam crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498

QS Estimate

1.1 Brief

Wilde and Woollard (WW) have been commissioned by Cowra Council to prepare a masterplan estimate for Edgell Park Amenities building. The scope of works involves:

- Demolition of existing building and construction of a new single storey amenities building, covered walkway and external works.

1.2 Estimate Summary

Wilde and Woollard’s Budget Estimate is based on the provided documentation. The total estimate for the facility is **\$2,364,000 excl GST** spilt into the follow sections:

| DESCRIPTION | QUANTITY | UNIT | RATE | TOTAL |
|---|------------|-----------|------------------|---------------------|
| AMENITITES BUILDING | 171 | m2 | \$ 8,971 | \$ 1,534,000 |
| EXTERNAL WORKS | | item | | \$ 49,000 |
| EXTERNAL SERVICES | | item | | \$ 93,000 |
| TEMPORARY FACILITY | | item | | \$ 60,000 |
| TOTAL CONSTRUCTION COST EXCL GST | 171 | m2 | \$ 10,152 | \$ 1,736,000 |
| DESIGN CONTINGENCY (10%) | 171 | m2 | \$ 1,018 | \$ 174,000 |
| CONSTRUCTION CONTINGENCY (10%) | 171 | m2 | \$ 1,117 | \$ 191,000 |
| CONSULTANT FEES | 171 | m2 | \$ 1,117 | \$ 191,000 |
| AUTHORITY FEES (1.5%) | 171 | m2 | \$ 199 | \$ 34,000 |
| ESCALATION (6% to Feb 26) | 171 | m2 | \$ 222 | \$ 38,000 |
| TOTAL CONSTRUCTION END COST EXCL GST | 171 | m2 | \$ 13,825 | \$ 2,364,000 |

2.2 Assumptions

We note the following assumptions have been included within our cost plan:

- Assumed builder will be given clear access to the areas.
- Works will be undertaken during normal construction hours.
- Assumed a fully documented / fixed lump sum procurement.
- The following allowances have been included:
 - Design Contingency – 10%
 - Construction Contingency – 10%
 - Authority Fees – 1.5%
 - Consultant Fees – 10%
 - Escalation to Feb 26 – 2%

2.3 Exclusions

The estimates exclude the following items:

- Adverse soil conditions (contaminated soil, soft spots etc)
- Excavation, removal and replacement of rock, building rubble, in ground structures etc.
- Site infrastructure works beyond the site boundary not indicated
- Emergency / Backup power and UPS
- Fixtures, fittings and equipment
- ESD Allowance
- Out of hours work
- Land, Legal, marketing and Finance costs
- Staging Costs
- Hydrant upgrade
- OSI (substation)
- Other exclusions as specifically noted within this estimate
- Escalation beyond Feb 2026
- Goods and services tax (GST)

Key Notes

General

- No allowance for OSD tank
- No allowance for removal of contaminated material
- Cost estimate based off timber structure
- No allowance for lockers
- No allowance for grease arrestor
- No allowance for building artwork
- Minor allowance for solar
- No allowance for external lighting, connection to ausgrid network or NBN connection
- Allowance for temporary facilities



Printed: 1:52 PM, 23/02/2026



Page 46

Mulyan Oval

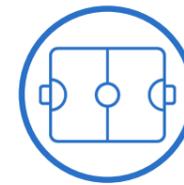




Consolidate unused building functions (i.e. reduce overall change room area, and storage area)



Crime Prevention Through Environmental Design (CPTED) will consider safety for users & access control



Improve connection of community room area and covered outdoor space with sports fields.



Support female attendance and participation in sports by providing the appropriate facilities



Environmentally sustainable design. Materials suitable to the environment and public usage



Retain orientation of building and external covered area providing spectating viewing of both sides of the fields.



Well sealed and robustly built, to mitigate vermin and leaf ingress, and to reduce ongoing maintenance requirements. Robustly built to endure 1:100 year flood.



Positive siting of a new building in relation to park setting, street and sports fields on northern end and future parking area for vehicles.



Improve accessibility to and around the building and provide accessible WC easily accessible to the public.

Mulyan Oval - Return Brief - Project Considerations

Change Rooms



Following AFL Preferred Community Facilities Guidelines 2024 for a local level facility

We understand that Council would like to increase the number of change rooms to four to account for players, especially female players, getting changed at the same time as another team currently playing.

Change Rooms (2 x Home, 2 x Away).

- Change Area ~ 45 sqm
- Showers ~ 10 sqm (3 showers)
- Toilets ~ 15 sqm (3 x WC's, 3 washbasins)
- Total per change room ~ 70 sqm
- Total change room area ~ 280 sqm

Gendered Referee Change Room

- Male Referee Change: 1 x WC and showers and a bench seating area ~ 10sqm
- Female Referee Change: 1 x WC and showers and a bench seating area ~ 10sqm
- WC to be accessible

**No dedicated medical / massage / drug testing rooms
No lockers**

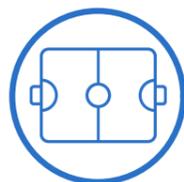
Store, Plant, Utilities, Comm Room



Following AFL Preferred Community Facilities Guidelines 2024 for a regional and local level facility

- Internal storage ~ 20sqm
- External storage ~ 15sqm
- Plant, Utilities, Comm Room Allowance ~ 5 sqm
- Cleaners store ~ 5sqm

Landscape / Field



- No upgrades
- SCA note that an accessible path of travel should be provided from Bourke Street to the new amenities / change room building.

Kiosk



Following AFL Preferred Community Facilities Guidelines 2024 for a local level facility

- Kiosk ~ 20 sqm (Please note existing kitchen and canteen is approximately ~14sqm)

No cold storage or dry storage room, only provide space for a fridge.

External covered area



As a guide under the AFL Preferred Community Facilities Guidelines 2024, a social, community or multipurpose room is recommended, however this is not required for this site. Additionally an office and meeting room is not required.

- 75 sqm of external covered viewing area as per AFL guidelines.

Public Amenities



Following AFL Preferred Community Facilities Guidelines 2025 and satisfying NCC compliance.

Provision of public amenities outside of training and game days is not required for this sports facility.

Proposed WC

- 1 x Accessible WC
- 1 x Male WC (1 x ambulant WC, 1 x basin)
- 1 x Female WC (1 x ambulant WC, 1 x basin)

Existing WC accomodates

- 1 x Male WC (1 x ambulant WC, 1 x basin)
- 2 x Female WC (1 x ambulant WC, 1 x WC, 1 x basin)

Mulyan Oval - Return Brief - Functional Brief



ACN 165 409 567 Nominated Architect Sam Crawford 6498

Preferred Concept Option

Printed: 1:52 PM, 23/02/2026

Mulyan Oval - Preferred Concept

Page 49



Cowra
Council

sam
crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Legend

- - - - - Provisional site boundary
- 01 Proposed building.
- - - - - Stormwater asset
- 02 UG Stormwater line
- - - - - UG Sewer main
- 03 AFL field
- 04 Disused cricket pitch
- 05 Grassed Areas (Informal sitting, parking of vehicles for viewing sports games)

Key Site Opportunities

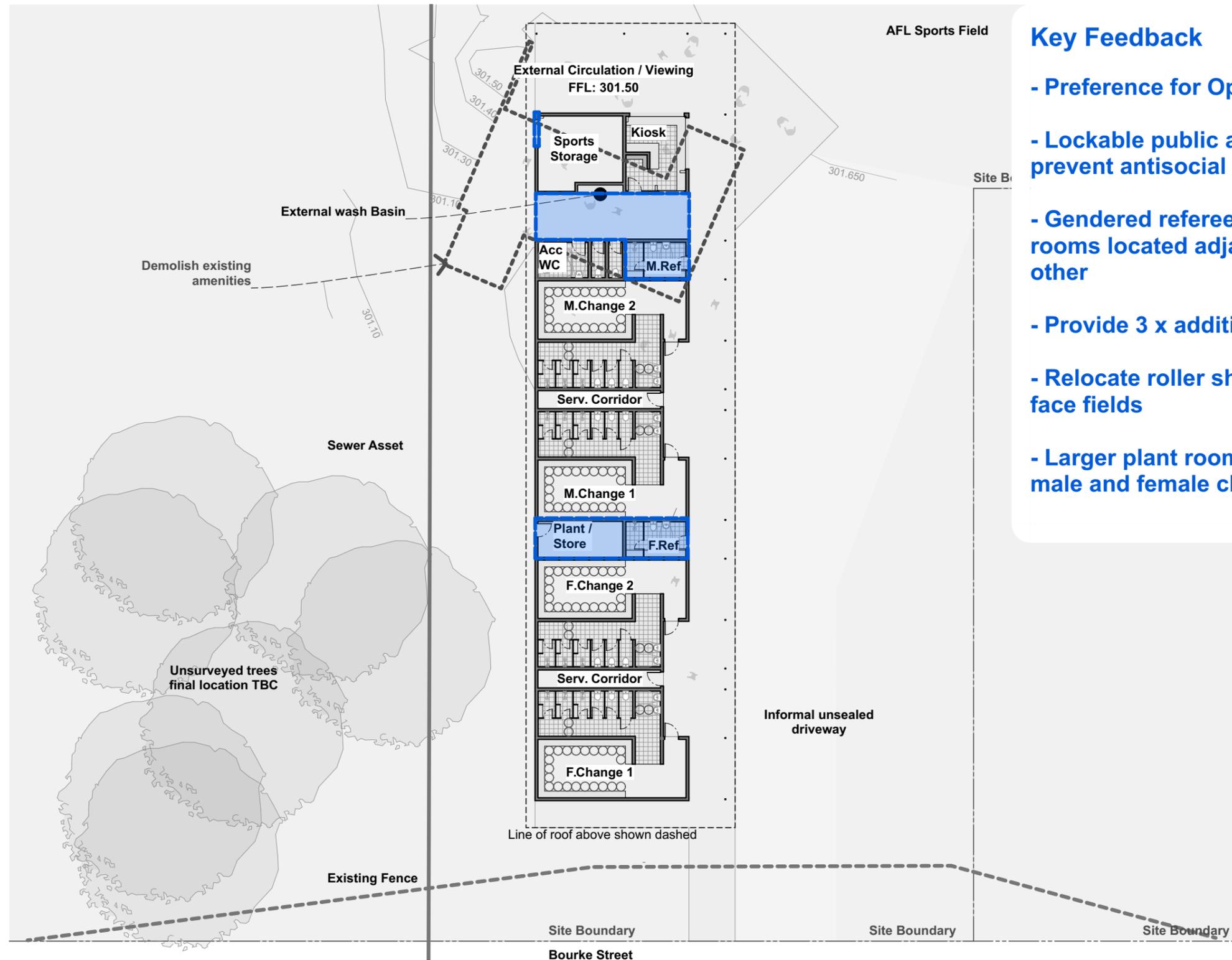
- Relocate / reorientate building to address the AFL sports field, providing external covered viewing area that has high visibility across the sports field and from the street satisfying CPTED design principles.
- Relocate public amenities to be accessible from street entrance and visible during sports days, with an accessible path of travel to the amenities. Provide accessible WC.
- Enhance natural ventilation and natural lighting internally to the change rooms and change room WC's
- Increase number of change rooms to support increased female participation in sports

Mulyan Oval - Preferred Concept - Building Siting & Key Opportunities



Printed: 1:52 PM, 23/02/2026

Page 50



Key Feedback

- Preference for Option A
- Lockable public amenities to prevent antisocial behaviour
- Gendered referee change rooms located adjacent each other
- Provide 3 x additional WC's
- Relocate roller shutter door to face fields
- Larger plant room between male and female change rooms

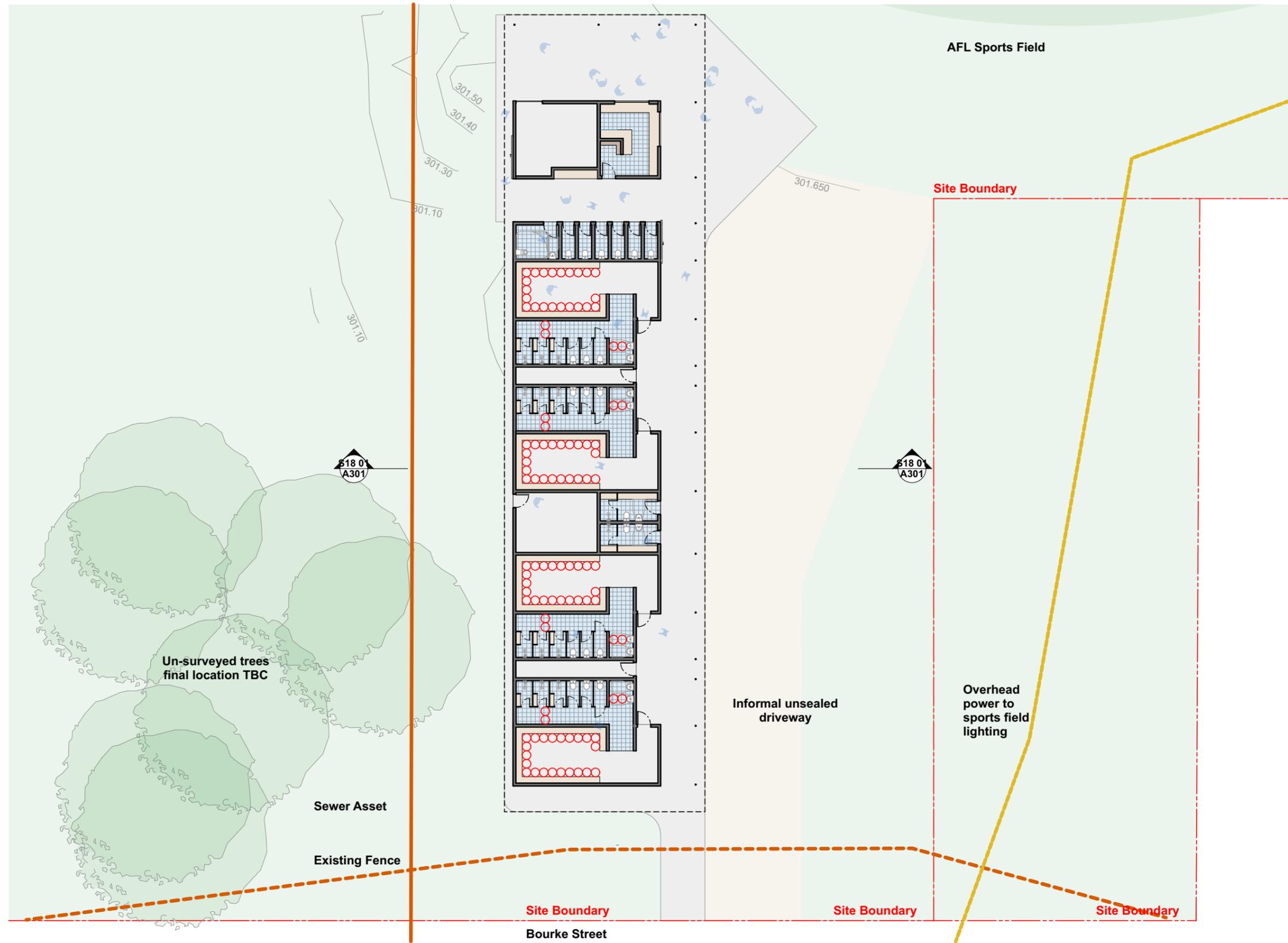
Mulyan Oval - Preferred Concept - Key Feedback



ACN 165 409 567 Nominated Architect Sam Crawford 6498

Printed: 1:52 PM, 23/02/2026

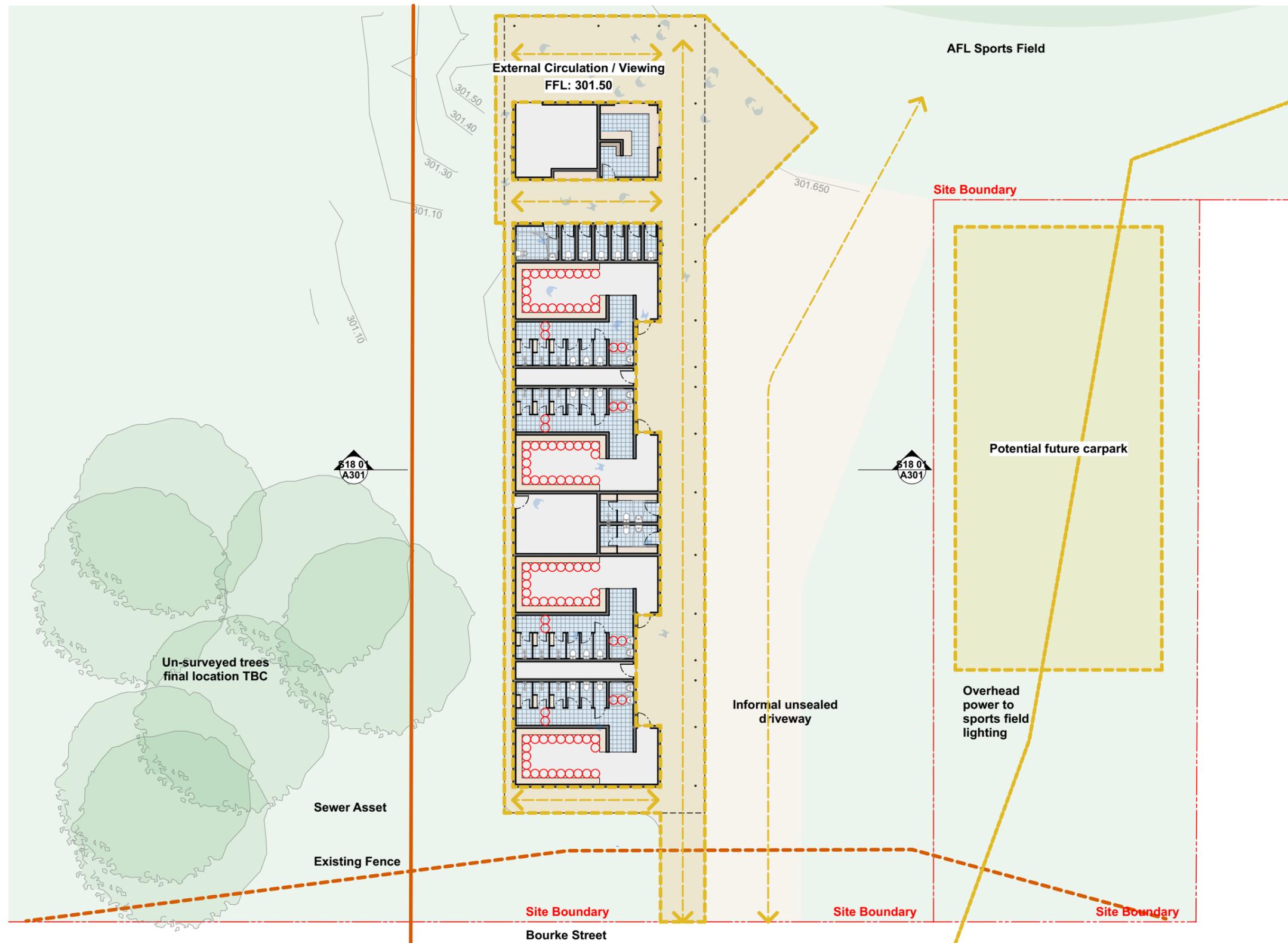
Page 51



Printed: 1:52 PM, 23/02/2026

Mulyan Oval - Preferred Concept - Layout





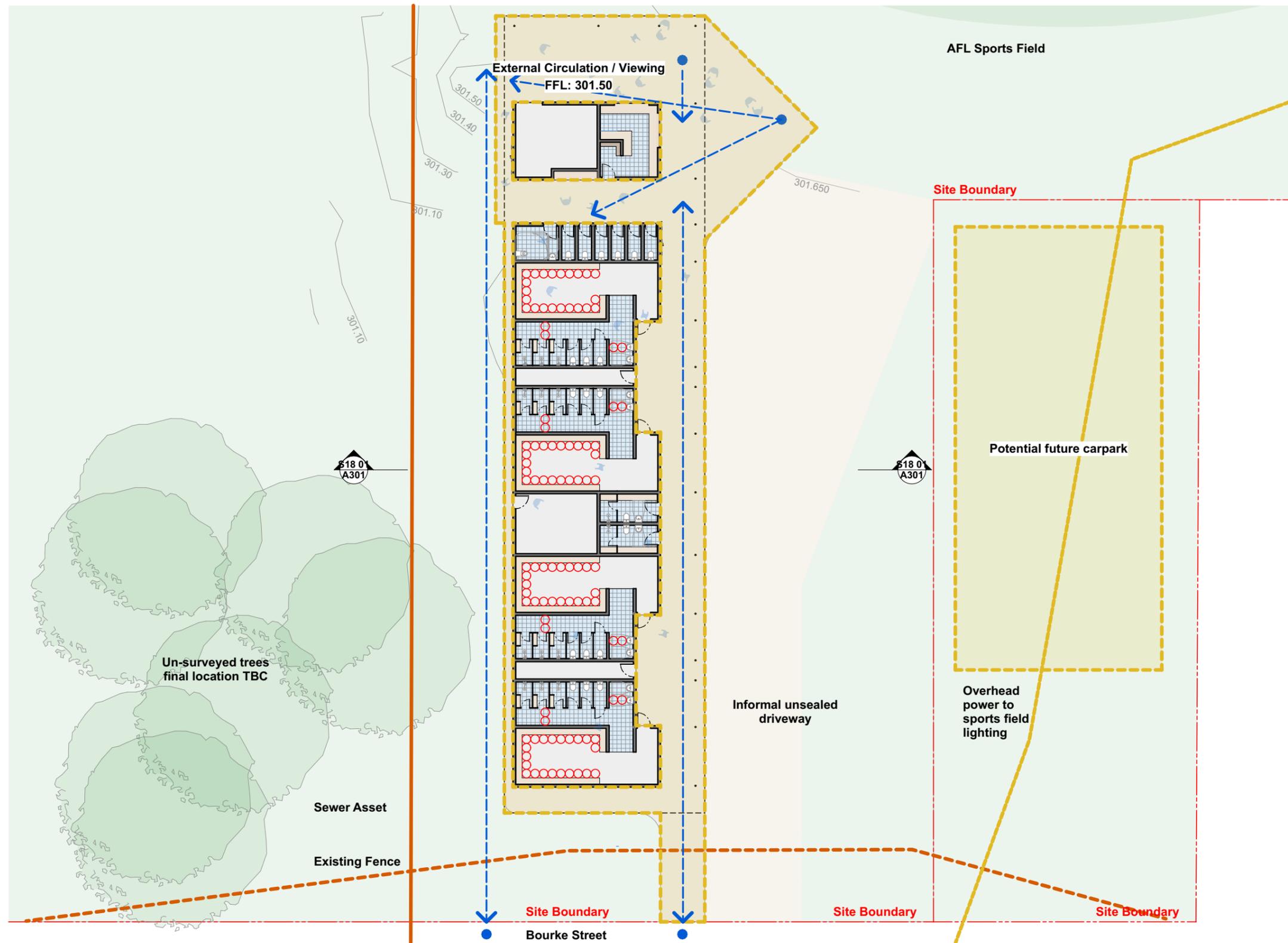
Printed: 1:52 PM, 23/02/2026

Page 53

Mulyan Oval - Preferred Concept - Layout - External Circulation



ACN 165 409 567 Nominated Architect Sam Crawford 6498

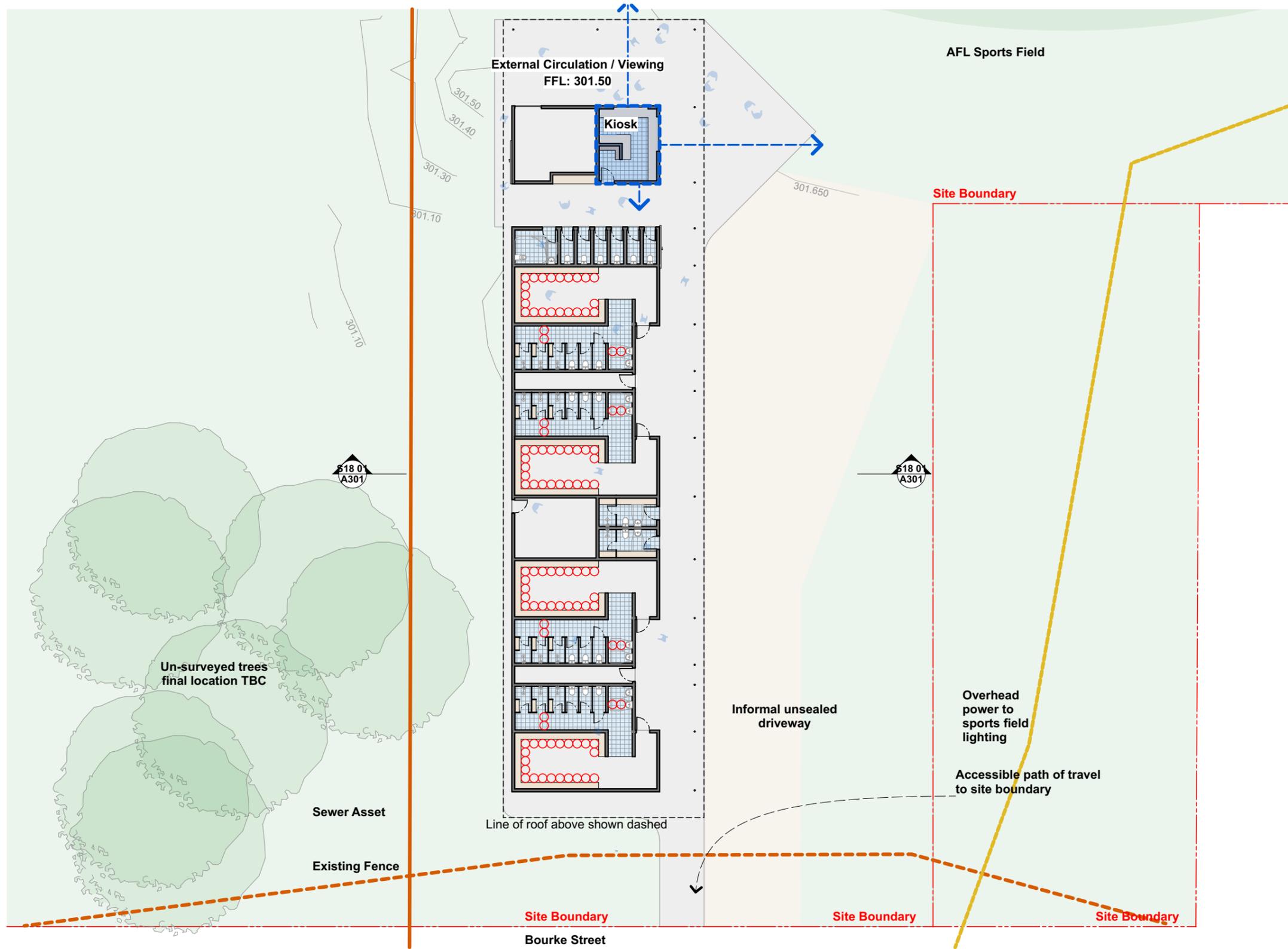


Printed: 1:52 PM, 23/02/2026

Page 54

Mulyan Oval - Preferred Concept - Layout - CPTED





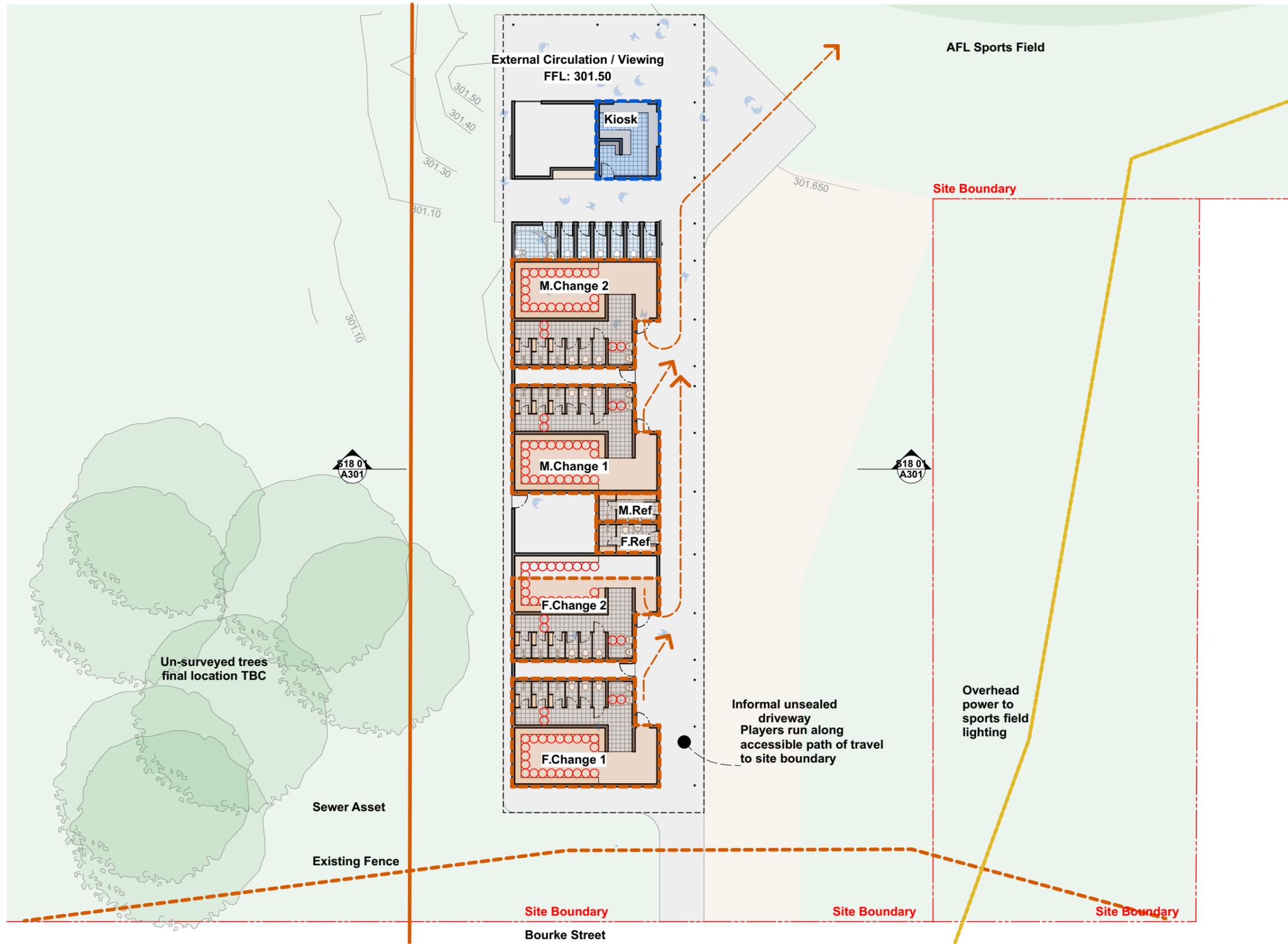
Printed: 1:52 PM, 23/02/2026

Page 55

Mulyan Oval - Preferred Concept - Layout - Community



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026



Page 56

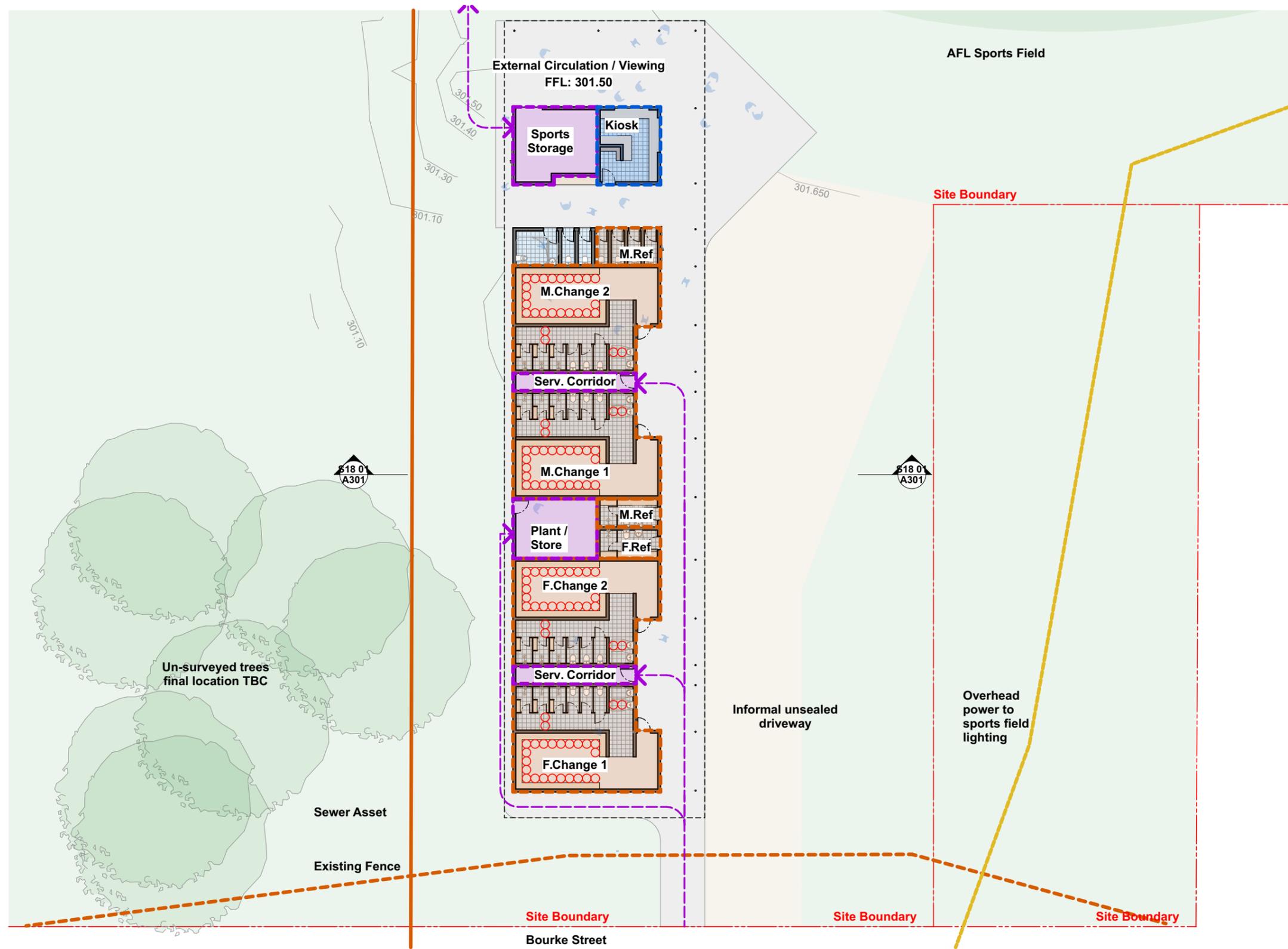
Mulyan Oval - Preferred Concept- Layout - Sports



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026



Page 57

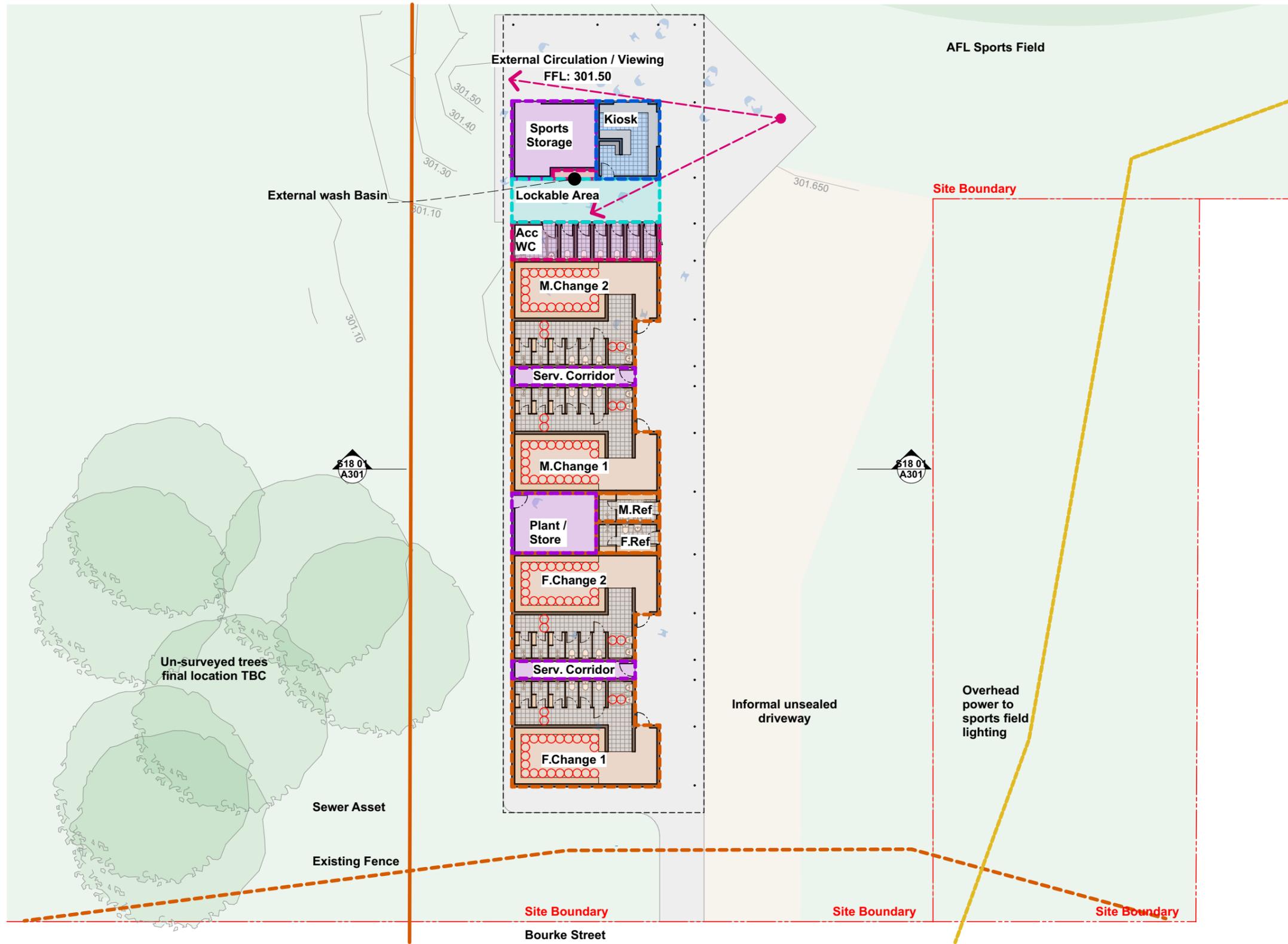
Mulyan Oval - Preferred Concept - Layout - Store



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026

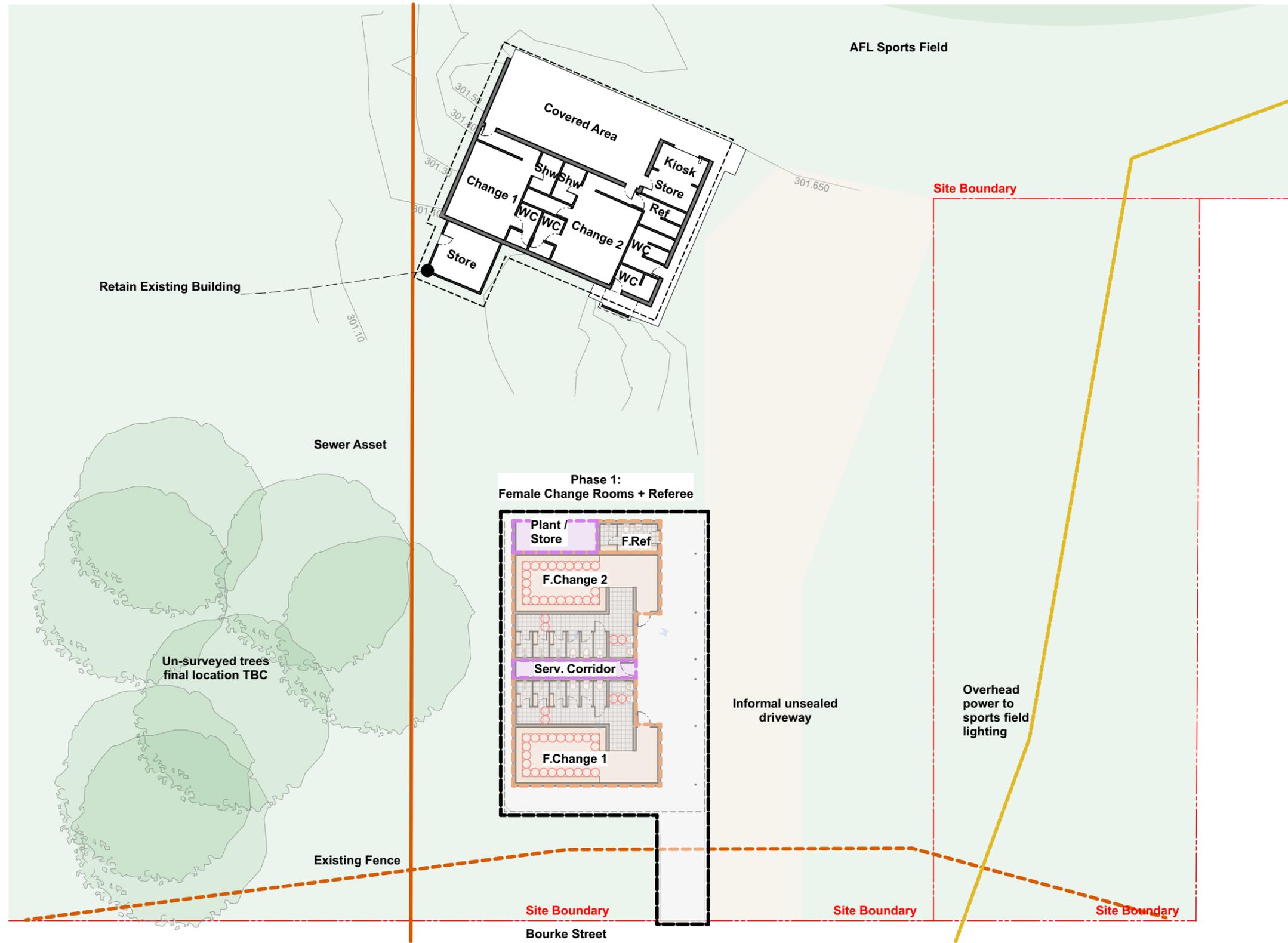
Mulyan Oval - Preferred Concept - Layout - Public Amenities



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026



Page 59

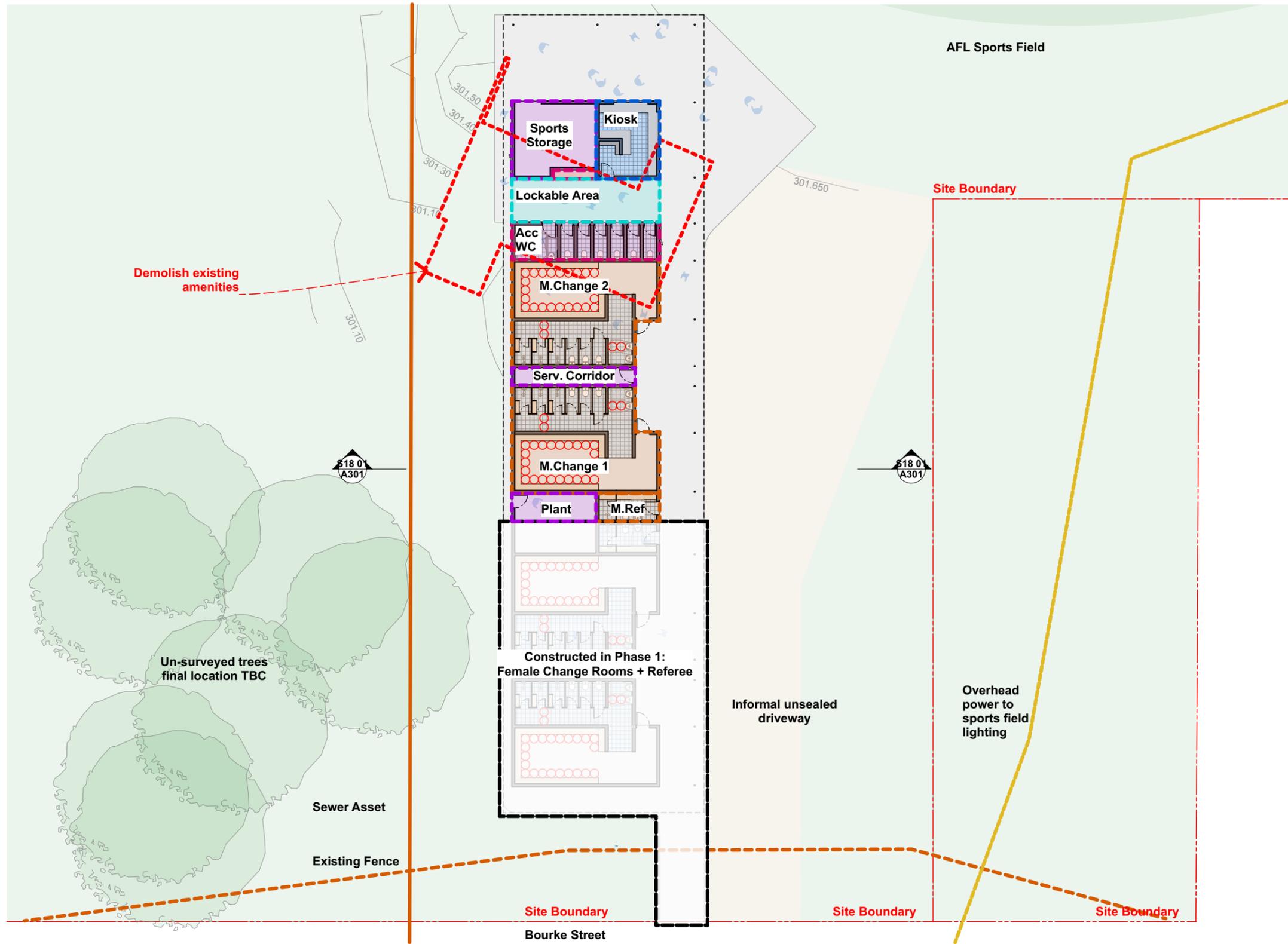
Mulyan Oval - Preferred Concept - Project Stage 1



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026
Page 60



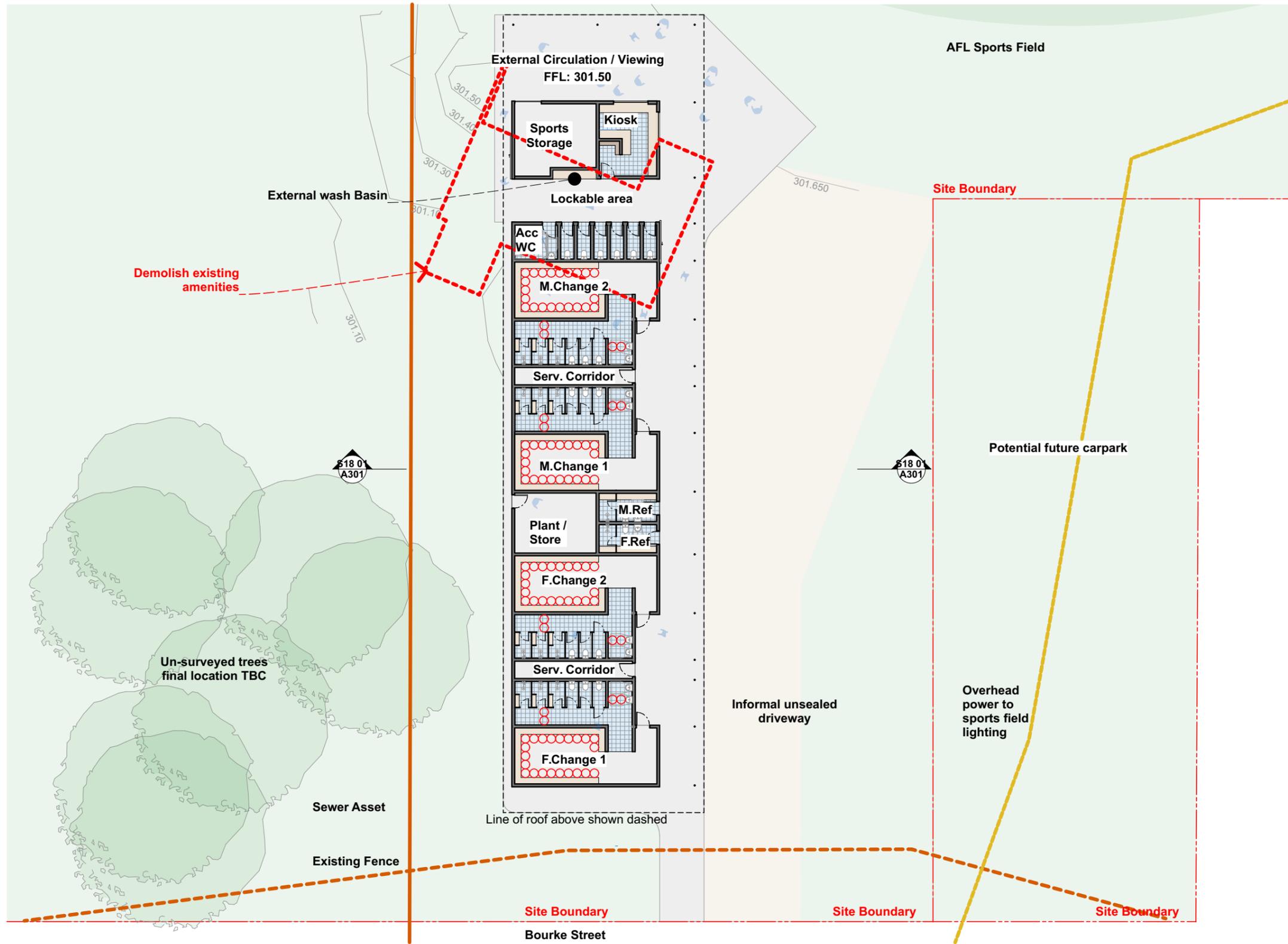
Mulyan Oval - Preferred Concept - Project Stage 2



Cowra Council

sam crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026



Page 61

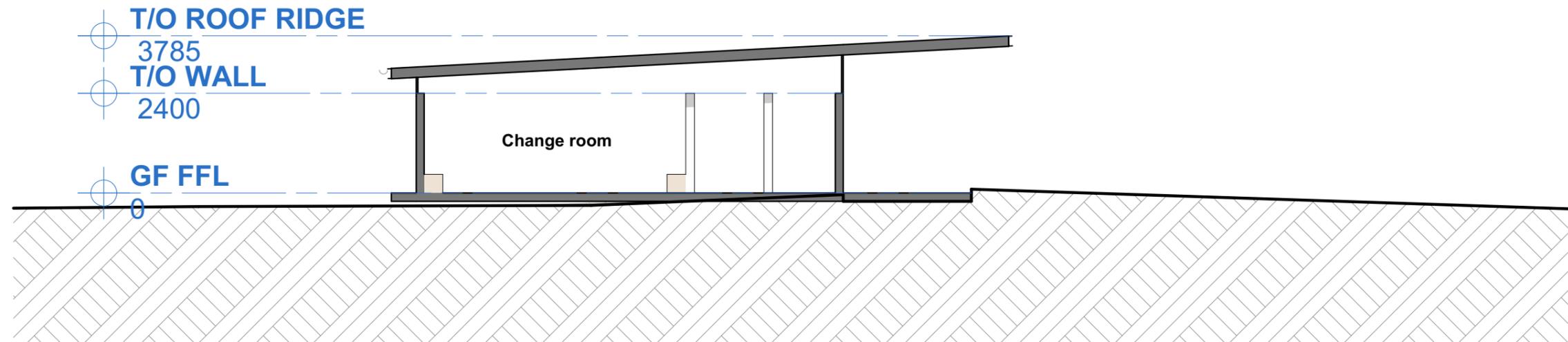
Mulyan Oval - Preferred Concept - Layout



Cowra Council

sam crawford architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026

Page 62

Mulyan Oval - Preferred Concept - Typical Section



Cowra Council

sam
crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026

Mulyan Oval - Preferred Concept- View from field

Page 63



ACN 165 409 567 Nominated Architect Sam Crawford 6498



Printed: 1:52 PM, 23/02/2026

Page 64

Mulyan Oval - Preferred Concept- View from street



Cowra Council

sam
crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498

Preferred Concept

Strengths

Retention of informal unsealed driveway to field

High visibility from Bourke Street and oval.

Building creates new street presence to Bourke street.

Easily maintainable simple roof form

Building located away from sewer asset

Lockable public amenities located close to oval

Players run along accessible path of travel

Opportunities

Potential conflict between players and public on accessible path of travel, in future stage review options to delineate paths of travel and / or discuss operational functionality of this space.

Long building form, in future stage review how the long building form can be broken down in scale and bulk.



Concrete block - efficient and robust materials that are easily maintained. Anti graffiti coatings can be applied,

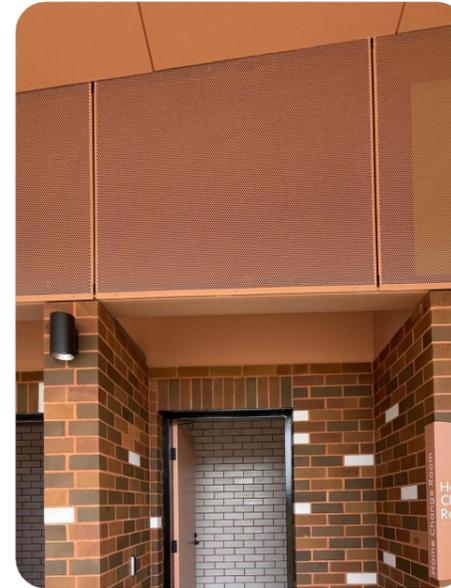


Metal roof sheeting



Fibre cement soffit.

Operable permeable and lockable steel gate



High level perforated panels for natural ventilation

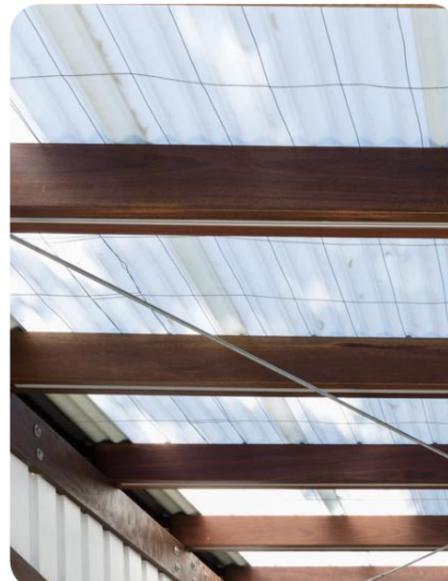


Galvanised steel, concrete slab, stainless steel wash basin



Textured walls to minimise flat surfaces for graffiti.

Simple roof form - self cleaning and easily maintained. Maximising daylight into internal areas



Translucent roof sheeting out of reach of users to provide light penetration to internal spaces.

Printed: 1:52 PM, 23/02/2026

Mulyan Oval - Material & Form Precedence

Page 66



Cowra Council

sam crawford
architects

ACN 165 409 567 Nominated Architect Sam Crawford 6498

QS Estimate

1.1 Brief

Wilde and Woollard (WW) have been commissioned by Cowra Council to prepare a masterplan estimate for Mulyan Oval Amenities building. The scope of works involves:

- Demolition of existing building and construction of a new single storey amenities building, covered walkway and external works split between two stages.

Stage 1: Construct female changing and WC's

Stage 2: Construct male changing, WC, Kiosk and storage

1.2 Estimate Summary

Wilde and Woollard's Budget Estimate is based on the provided documentation. The total estimate for the facilities for stage 1 and stage 2 is **\$4,800,000 excl GST** split into the follow sections:

| DESCRIPTION | QUANTITY | UNIT | RATE | TOTAL |
|---|------------|-----------|------------------|---------------------|
| STAGE 1 | 167 | m2 | \$ 10,066 | \$ 1,681,000 |
| STAGE 2 | 276 | m2 | \$ 11,301 | \$ 3,119,000 |
| TOTAL CONSTRUCTION COST EXCL GST | 443 | m2 | \$ 10,835 | \$ 4,800,000 |

Key Notes

General

- No allowance for OSD tank
- No allowance for removal of contaminated material
- Cost estimate based off timber roof structure
- No allowance for lockers
- No allowance for grease arrestor
- No allowance for building artwork
- Minor allowance for solar
- No allowance for external lighting, connection to ausgrid network or NBN connection
- No allowance for temporary facilities
- No allowance for FFE

2.2 Assumptions

We note the following assumptions have been included within our cost plan:

- Assumed builder will be given clear access to the areas.
- Works will be undertaken during normal construction hours.
- Assumed a fully documented / fixed lump sum procurement.
- The following allowances have been included:
 - Design Contingency – 10%
 - Construction Contingency – 10%
 - Authority Fees – 1.5%
 - Consultant Fees – 10%
 - Escalation to Feb 26 – 2% For stage 1
 - Escalation to Oct 28 – 14% For stage 2

2.3 Exclusions

The estimates exclude the following items:

- Adverse soil conditions (contaminated soil, soft spots etc)
- Excavation, removal and replacement of rock, building rubble, in ground structures etc.
- Site infrastructure works beyond the site boundary not indicated
- Fixtures, fittings and equipment
- ESD Allowance
- Out of hours work
- Land, Legal, marketing and Finance costs
- Consultant Fees
- Hydrant upgrade
- OSI (substation)
- Other exclusions as specifically noted within this estimate
- Escalation beyond Feb 2026 for stage 1 & Oct 2028 for stage 2
- Goods and services tax (GST)

7 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

7.1 Draft Cowra Contribution Plan 2026

File Number: D26/279

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. That Council note the Draft Cowra Council Section 7.11 and 7.12 Contribution Plans 2026.
2. That Council endorse the Draft Cowra Council Section 7.11 and 7.12 Contributions Plans 2026 for the purposes of public exhibition in accordance with the requirements of Clause 213 of the Environmental Planning and Assessment Regulation 2021 and Section 5 of the Cowra Community Participation Plan 2024.

INTRODUCTION

At present, the following Contribution Plans apply to land in the Cowra Local Government Area:

- Cowra Council Section 94 Contributions Plan 2016.
- Cowra Council Section 94A Contributions Plan 2016.

Environmental Services has completed a review of the existing contribution planning framework. The review has been completed with support and input from Infrastructure & Operations, Technical Services and Corporate Services.

This report presents the findings of the review process, including details of new Draft Plans which are ready for public exhibition, with endorsement from Council.

Legislative Context

The Environmental Planning and Assessment Act 1979 and Regulation 2021 enables Councils to levy monetary contributions towards public amenities, infrastructure and services which are required as a consequence of development.

To do so, Council must prepare a Contribution Plan which establishes a contribution planning framework and identifies the specific public amenities, infrastructure and services which are to be funded (in full or in partiality) by the Plan. A Contribution Plan is also required to ensure Council is publicly accountable for the use and administration of any contribution monies it receives.

The Cowra Section 94 and 94A Contributions Plans 2016 provide the current contributions framework for subdivision, housing and general development in the Cowra Local Government Area.

Project Need

A review of the existing contribution planning framework is now required for the following reasons:

- The existing Contribution Plans were adopted by Council in 2016 and as a result it has been nearly 10 years since the last review was completed.
- The existing plans need to be updated to refer to current provisions of the Environmental Planning and Assessment Act 1979. Notably, the NSW Government completed legislative reforms in 2018 which resulted in the Act changing the contribution plan references from S94 and S94A to S7.11 and S7.12 respectively.
- The Works Schedules to the existing plans need to be reviewed to ensure they remain up-to-date and reflect Council's current and future priorities for the provision of public infrastructure.
- Council has recently adopted the Cowra Housing Strategy 2025, which includes a number of actions which are linked to the need for review of the existing contributions planning framework for Cowra LGA.
- The existing development control planning framework is currently being reviewed by Environmental Services. The Draft Cowra Council Development Control Plan 2026 was reported to Council in December 2025, with public exhibition occurring in early in 2026.
- The review is strategically aligned with Council's Long-Term Financial Plan (LFTP) for 2025 – 2035, ensuring that infrastructure funding and development contributions are integrated within a consistent 10-year financial framework.

Project Methodology

The Cowra Contribution Plan Review Project is being progressed internally in accordance with the following project methodology.

1. Project Inception.

A project inception meeting was held in July 2025 and attended by key staff from Environmental Services, Infrastructure & Operations, Technical Services and Corporate Services.

2. Internal Workshop

A series of workshops were held between July and December 2025. The workshops were attended by key staff from each Council Department with the primary objectives of:

- Reviewing the Works Schedules of the existing Contribution Plans to determine where listed infrastructure projects have now been partially or fully funded.
- Reviewing the Works Schedules of the existing Contribution Plans to determine where listed infrastructure projects have yet to be allocated any funding and should therefore be rolled over into the new Contribution Plans.
- Reviewing the Council's Long-Term Financial Plan (LFTP) for 2025/2035 to determine the extent to which there is capacity in the new Contribution Plans to fund proposed public amenities, infrastructure and services.

- Overall guidance on the drafting of the new Contributions Plans, including revised Works Schedules, in a manner that will best provide for growth and development of the Cowra LGA and support Council's ability to fund new infrastructure.

3. Preparation of Draft Plans

Based on the findings of the internal workshops, Environmental Services has prepared the following new Contribution Plans:

- Draft Cowra Council Section 7.11 Contributions Plan 2026.
- Draft Cowra Council Section 7.12 Contributions Plan 2026.

4. Public Exhibition

Subject to Council's endorsement, the Draft Cowra Council Section 7.11 and 7.12 Contributions Plans 2026 will be placed on public exhibition in accordance with the requirements of Clause 213 of the Environmental Planning and Assessment Regulation 2021 and Section 5 of the Cowra Community Participation Plan 2024.

5. Review of Public Submissions

Environmental Services will complete a review of all public submissions received as a result of the public consultation process. The findings of the review will be presented in a Review of Submissions Report.

6. Update and Finalisation

The Draft Contributions Plans will be updated where changes have been recommended in the Review of Submissions Report.

7. Adoption

The final Contribution Plans will be reported to Council for adoption in accordance with the requirements of Clause 214 of the Environmental Planning and Assessment Regulation 2021.

8. Implementation

To implement the new Contribution Plans, the following tasks will be required:

- A notice of Council's decision to adopt the new Contributions Plan is to be published on the Council's website within 28 days of the decision.
- A copy of the new Contributions Plans will be formally provided to the NSW Department of Planning, Housing and Infrastructure.

The new Contribution Plans will come into effect on the day on which the notice of the Council's decision to adopt the plans is published on the website.

Draft Cowra Council Section 7.11 Contribution Plans 2026

A copy of the Draft Cowra Council Section 7.11 Contribution Plans 2026 is included in Attachment I to this report. The key features of this draft plan have been described as follows:

- The Contribution Plan features a revised structure and format which aims to improve readability and align with Council’s branding guidelines.
- The Contribution Plan enables Council to levy charges against new subdivision development in the E4 General Industrial zone located on the north-western edge of the Cowra Township. This is known as the Contribution Area.
- The Contribution Plan has been updated to be consistent with the various local infrastructure contributions practice notes issued by the Planning Secretary for the purposes of sections 211(3) and 203(7) of the Environmental Planning and Assessment Regulation 2021.
- The Contribution Plan levies charges that are calculated on a per square metre basis.
- The Contribution Plan includes a Works Schedule that includes five (5) separate transport infrastructure projects which are proposed to be funded using contributions collected under the Plan. This infrastructure has been included in the plan because it has been identified that there is a direct nexus (link) between development occurring in the Contributions Area and the need for that infrastructure to be provided. The cost of providing this public infrastructure has been apportioned so that only new development in the Contribution Area is required to contribute.
- The Contribution Plan allows Council to levy a contribution against new development towards the costs associated with the preparation and implementation of the plan, and for the ongoing accounting of monies collected.
- The Contribution Plan authorises Council to increase contribution rates on a yearly basis in accordance with the Consumer Price Index (CPI). This ensures that the value of contributions are not eroded over time by movements in CPI, land value increases, the capital costs of construction of infrastructure or administration of the plan.

Draft Cowra Council Section 7.12 Contribution Plans 2026

A copy of the Draft Cowra Council Section 7.12 Contribution Plans 2026 is included in Attachment 2 to this report. The key features of this draft plan have been described as follows:

- The Contribution Plan features a revised structure and format which aims to improve readability and align with Council’s branding guidelines.
- The Contributions Plan enables Council to levy a contribution as a fixed percentage of the proposed cost of carrying out the development. The following levies will apply:

| Proposed cost of the development | Levy |
|---|-------------|
| Up to \$100,000 | Nil |
| \$100,001 to \$200,000 | 0.5% |
| More than \$200,000 | 1% |

- The Contribution Plan has been updated to be consistent with the various local infrastructure contributions practice notes issued by the Planning Secretary for the purposes of sections 211(3) and 203(7) of the Environmental Planning and Assessment Regulation 2021.
- The Contribution Plan includes a Works Schedule that includes fifteen (15) separate projects which are proposed to be funded using contributions collected under the Plan. This infrastructure has been included in the plan because it has been identified as having a broad public benefit and is identified in the Council's LFTP 2025/2035 for delivery at various stages over the next 10-year period.
- The total value of the public infrastructure that is identified in the Works Schedule equals \$19.9M. Based on projected subdivision and housing growth in the Cowra LGA, the Contributions Plan is not expected to raise sufficient revenue through contribution charges to cover this total cost. To ensure the Contributions Plan is financially responsible, it proposes to fund only \$1.49M worth of public infrastructure, spread strategically across the 15 projects. The amount of funding allocated to individual projects is guided generally by the accounting in the Council's LFTP 2025/2035. The gap will need to be funded by Council using other mechanisms.
- The Contributions Plan does not propose to fund any public infrastructure that has not already been identified in the Council's LFTP 2025/2035.
- Unlike contributions collected under a Section 7.11 Plan, there does not have to be a direct nexus (link) between the development that is levied a contribution and the infrastructure that is proposed to be funded using the contributions collected under the Section 7.12 Plan.
- The Contribution Plan authorises Council to increase contribution rates on a yearly basis in accordance with the Consumer Price Index (CPI). This ensures that the value of contributions are not eroded over time by movements in CPI, land value increases, the capital costs of construction of infrastructure or administration of the plan.

Key Changes

Council is asked to note that:

- The Draft Contribution Plans are broadly consistent with the existing plans, except for modernisation of the content to comply with current legislation and government guidelines, and updated Works Schedules to match current and future infrastructure plans and priorities.
- The contribution planning framework has been simplified by removing key residential growth areas from the Section 7.11 Plan. For these locations, Council will rely on the Section 7.12 Plan to raise contributions through a fixed levy applied to new subdivision and housing growth exceeding nominated cost thresholds. This system is recommended as it provides for a simple flexible approach to contributions planning and is preferable for LGAs like Cowra which have a slower growth profile and lower infrastructure costs that are spread over time. A flow chart showing the key considerations for selecting a contribution mechanism is included in Attachment 3 – taken from the infrastructure contributions practice note issued by the Planning Secretary.

- The contribution planning framework will continue to rely on the Section 7.11 Plan for industrial growth in the Glen Logan Road area. The need for infrastructure upgrades in this location of Cowra is directly linked to growth occurring in the Contribution Area and is not work that has a broader public benefit. For this reason, the nominated infrastructure is not suitable to be incorporated into the Section 7.12 plan.

The Next Steps

Subject to Council's endorsement, it is intended to place the Draft Cowra Council Section 7.11 and Section 7.12 Contributions Plans 2026 on public exhibition.

In accordance with the requirements of Clause 213 of the Environmental Planning & Assessment Regulation 2021, the following exhibition strategy will be adopted:

- 28-day public exhibition period in accordance with the Cowra Community Participation Plan 2024.
- Written submissions invited from the public during the 28-day public exhibition period.
- Public notice on Council's website including details of the public exhibition and instructions for making a written submission.
- Draft documentation made available for inspection at Council's Customer Service Centre, 116 Kendal Street Cowra, during normal office hours.
- Draft documentation available for download from Council's website.

Conclusion

Environmental Services has completed a review of the existing contribution planning framework. The review has been completed with support and input from Infrastructure & Operations, Technical Services and Corporate Services.

This report presents the findings of the review process, including details of new Draft Plans which are ready for public exhibition, with endorsement from Council.

ATTACHMENTS

1. Draft Cowra Council Section 7.11 Contributions Plan 2026 [↓](#)
2. Draft Cowra Council Section 7.12 Contributions Plan 2026 [↓](#)
3. Contributions Flow Chart - Choosing a Contribution System [↓](#)

2026

DRAFT ONLY

Prepared by:
COWRA SHIRE COUNCIL
116 Kendal Street
COWRA NSW 2794



COWRA

S7.11

CONTRIBUTIONS PLAN



DOCUMENT CONTROL

PROJECT REPORT DETAILS

| | |
|------------------|--|
| Document Title | Cowra Section 7.11 Contributions Plan 2026 |
| Principal Author | Janine Finlayson - Land-use Planner |
| Department | Environmental Services |

DOCUMENT STATUS

| | |
|--------|-------|
| Issue | A |
| Status | DRAFT |
| Date | |

ACKNOWLEDGEMENT OF COUNTRY

In preparing this policy, Cowra Shire Council acknowledge the traditional lands of the Wiradjuri people, and pays respect to elders both past, present and emerging.



Prepared by:
COWRA SHIRE COUNCIL
116 Kendal Street
COWRA NSW 2794



TABLE OF CONTENTS

3

Table of Contents

| | | |
|-----------|--|-----------|
| I. | Plan Introduction | 6 |
| 1.1 | Overview | 7 |
| 1.2 | About this plan | 7 |
| 1.2.1 | Name of the plan | 7 |
| 1.2.2 | Purpose | 7 |
| 1.2.3 | Commencement of plan | 8 |
| 1.2.4 | Area to which the plan applies | 8 |
| 1.2.5 | Types of development to which the plan applies | 8 |
| 1.2.6 | Other development not specified in the Plan | 9 |
| 1.2.7 | Relationship to other plans and policies | 9 |
| 1.3 | Legislative context | 10 |
| 1.3.1 | What are development contributions? | 10 |
| 1.3.2 | What is a Section 7.11 Contribution? | 10 |
| 1.3.3 | What does Section 7.11 of the Act provide? | 11 |
| 1.3.4 | Application of Legislation / Guideline | 12 |
| 2. | Contribution Framework | 13 |
| 2.1 | Contribution Strategy | 14 |
| 2.1.1 | Nexus | 14 |
| 2.1.2 | Explanation of Contribution Formulae | 15 |
| 2.1.3 | Allowances for existing development | 15 |
| 2.2 | Transport Infrastructure | 16 |
| 2.2.1 | Introduction | 16 |
| 2.2.2 | Nexus | 16 |
| 2.2.3 | Strategy | 16 |
| 2.2.4 | Apportionment | 17 |
| 2.2.5 | Calculation of Contribution | 18 |
| 2.3 | Plan Administration | 19 |
| 2.3.1 | Nexus | 19 |
| 2.3.2 | Strategy | 19 |
| 2.3.3 | Calculation of Contribution | 19 |
| 2.4 | Summary of Contribution Rates | 20 |

TABLE OF CONTENTS

4

| | | |
|-----------|--|-----------|
| 3. | Administration of the Plan | 21 |
| 3.1 | Authorisation | 22 |
| 3.2 | Types of contributions | 22 |
| 3.2.1 | Monetary contribution | 22 |
| 3.2.2 | Dedication of land | 23 |
| 3.2.3 | Works in Kind / Material Public Benefits | 23 |
| 3.2.4 | Legal agreements pertaining to WIK and MPB | 25 |
| 3.3 | Planning Agreements | 26 |
| 3.4 | Land Values | 26 |
| 3.5 | Payment of contributions | 27 |
| 3.5.1 | Timing of Payments | 27 |
| 3.5.2 | Deferred or Periodic Payments | 27 |
| 3.6 | Adjusting Contribution Rates | 29 |
| 3.6.1 | Indexing of contribution rates | 29 |
| 3.6.2 | Adjusting contributions at time of payment | 29 |
| 3.7 | Refund of contributions | 30 |
| 3.8 | Reassessment of contributions | 31 |
| 3.9 | Complying Development | 31 |
| 3.10 | Construction Certificates | 31 |
| 3.11 | Funding and timing of works | 32 |
| 3.12 | Management Costs of the Plan | 32 |
| 3.13 | Pooling of Contributions | 33 |
| 3.14 | Unspent Section 7.11 funds | 33 |
| 3.15 | Accountability | 33 |
| 3.16 | Goods and Services Tax | 33 |
| 3.17 | Exemptions | 34 |
| 3.18 | Review of the Plan | 34 |
| 3.19 | Condition of Consent | 34 |

TABLE OF CONTENTS

5

Schedule of Figures

| | |
|---|----|
| Figure 1 - Contribution Area I - North Cowra Industrial Precinct - Location of Works Map | 38 |
| Figure 2 - Contribution Area I - Apportionment Map | 40 |

Schedule of Tables

| | |
|--|----|
| Table 1 Contribution Area I - Apportionments | 17 |
| Table 2 Contribution Area I - Calculations | 18 |
| Table 3 Plan Administration Calculations - Contribution Area I | 19 |
| Table 4 Plan Administration Contributions Summary - Cowra Contributions Area I. | 20 |
| Table 5 Assessment Criteria for WIK and MPB requests | 24 |

Schedule of Appendices

| | |
|--|----|
| Appendix A - Works Schedule - Transport Infrastructure | 35 |
| Appendix B - Location of Works Maps | 37 |
| Appendix C - Apportionment Map | 39 |
| Appendix D - Standard Condition | 41 |



01

PLAN INTRODUCTION



I.0 - PROJECT INTRODUCTION

7

I.1 Overview

Section 7.11 of the Environmental Planning and Assessment Act 1979 (the Act) provides Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development.

Contributions may be in the form of cash payments, transfer or dedication of land to Council, or the provision of a Material Public Benefit or Works in Kind.

A condition of development consent may be imposed by Council with a requirement that the applicant contribute towards the cost of infrastructure. This is based on the principle that development should fund the infrastructure it necessitates. This is called a section 7.11 contribution - named after the relevant section of the Act. This plan deals with section 7.11 contributions.

Unlike section 7.12 contributions, a section 7.11 contribution must not be levied unless there is a demonstrated relationship (nexus) between the development and the infrastructure demand it generates. Costs are shared fairly between new development and existing community needs, ensuring reasonableness and equity.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities, infrastructure or services.

I.2 About this plan

I.2.1 Name of the plan

This Plan is the Cowra Section 7.11 Contributions Plan 2026.

I.2.2 Purpose

This Plan enables Council to require a contribution from development towards the provision, extension or augmentation of public services and public amenities that will, or are likely to be, required as a consequence of new development.

The contribution may involve the dedication of land free of cost, or the payment of a monetary contribution, or both.

Other purposes of this Contributions Plan are:

- Provide an overall strategy for the coordinated delivery of public facilities and infrastructure consistent with Council's strategic plans and management plan;
- Provide a comprehensive strategy and administrative framework for the assessment, collection, expenditure, accounting and review of developer contributions towards the equitable provision of public services and amenities;

I.0 - PROJECT INTRODUCTION

8

- Identify the additional services and amenities required to meet the demands arising from new development;
- Provide an adequate level of public services and amenities to meet demand arising from development within a reasonable time, as development occurs, and at a reasonable cost, without unduly impacting on the affordability of the proposed development;
- Ensure that the development contributions are based on reasonable estimates of cost;
- Ensure that the existing community is not unduly burdened by the provision of public services and amenities which are needed (either partly or fully) as a result of ongoing development in the Cowra LGA, and that there is a reasonable apportionment of cost between existing demand and new demand for public infrastructure provided by Council, and
- Ensure that contributions are fair and reasonable.

I.2.3 Commencement of plan

This Plan takes effect on <insert date>.

Rezoning applications (for the purposes of Planning Agreements), development applications and applications for complying development certificates determined on or after this date will be subject to the provisions of this Plan.

I.2.4 Area to which the plan applies

This Plan applies to all land within the North Cowra Industrial Precinct, as shown in the mapping included at **Appendix B** to this plan.

The balance of the Cowra LGA is not included in this plan and is instead subject to the provisions in the Cowra Section 7.12 Contributions Plan 2026.

I.2.5 Types of development to which the plan applies

This Plan applies to new subdivisions that create lots capable of accommodating new industrial developments under Cowra Local Environmental Plan 2012.

For developments involving the erection of a new industrial building, Council will apply the provisions of the Section 7.12 Contributions Plan, provided a contribution has not already been paid in relation to the land upon which the new industrial building is to be erected.

This Plan applies to all applications for development consent and complying development certificates on the land to which the Plan applies.

Where a development contribution has been paid at the time of subdivision in accordance with the provisions of this Plan (or a previous Plan), further contributions will not be required, unless subsequent development increases the intensity of use.

I.0 - PROJECT INTRODUCTION

9

Note: “development” referred to in this clause has the same meaning as shown in section 1.5 the Act, which is repeated as follows:

- (1) For the purposes of this Act, development is any of the following—
 - (a) the use of land,
 - (b) the subdivision of land,
 - (c) the erection of a building,
 - (d) the carrying out of a work,
 - (e) the demolition of a building or work,
 - (f) any other act, matter or thing that may be controlled by an environmental planning instrument.
- (2) However, development does not include any act, matter or thing excluded by the regulations (either generally for the purposes of this Act or only for the purposes of specified provisions of this Act).
- (3) For the purposes of this Act, the carrying out of development is the doing of the acts, matters or things referred to in subsection (1).

I.2.6 Other development not specified in the Plan

This Plan levies contributions predominantly for industrial development in the specified Contribution Area. There may however be other types of development not specified in this Plan that generate a need for new or augmented public services and amenities. In such instances the applicant may be requested to prepare a needs analysis for the development to determine the development contribution requirements. Council will work with the developer to have those requirements addressed to its satisfaction - for example, by way of amended DA plans or negotiation of a Planning Agreement.

I.2.7 Relationship to other plans and policies

This Plan supersedes the Cowra Section 94 Contributions Plan 2016.

Unspent contributions raised and paid under the authority of the previous Plan will continue to be directed towards the respective facilities and infrastructure described in the Work Schedule of that Plan. Where items from the previous Plan have continued in the Cowra Section 7.11 Plan 2026, those funds have been transferred to that Plan.

This Plan complements the Cowra Section 7.12 Contributions Plan 2026. Development to which this Plan applies is not to be levied contributions under the Cowra Section 7.12 Contributions Plan 2026.

I.0 - PROJECT INTRODUCTION

10

I.3 Legislative context

I.3.1 What are development contributions?

Development contributions are contributions made by those undertaking development approved under the Environmental Planning and Assessment Act 1979 (the Act). Contributions may be in the form of money, the dedication of land or some other material public benefit (or a combination of these):

- In the case of contributions made under sections 7.11 or 7.12 of the Act - toward the provision or improvement of amenities or services (or the recouping of the cost of provision or improvement of amenities or services); or
- In the case of contributions made under a planning agreement prepared in accordance with sections 7.4 to 7.10 of the Act - toward public purposes.

I.3.2 What is a Section 7.11 Contribution?

A Section 7.11 Contribution is named after the relevant section of the Act, which provides Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development.

Section 7.11 of the Act allows Council to impose, as a condition of development consent, a requirement that the applicant contribute towards the cost of public facilities and services to meet the increased demand created by development. Contributions may be in the form of:

- The dedication of land free of cost, or
- The payment of a monetary contribution,
- Provision of a Material Public Benefit
- Works in Kind.

Further details on the above forms of contributions are provided in Section 3.2 of this Plan.

Unlike section 7.12 contributions, a section 7.11 contribution must not be levied unless there is a demonstrated relationship (nexus) between the development and the infrastructure demand it generates. Costs are shared fairly between new development and existing community needs, ensuring reasonableness and equity.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities, infrastructure or services. The expenditure of the money is subject to any relevant provision of this Plan and the works schedule at **Appendix A**.

I.0 - PROJECT INTRODUCTION

11

I.3.3 What does Section 7.11 of the Act provide?

Section 7.11 of the Act provides as follows:

- 7.11 Contribution towards provision or improvement of amenities or services
- (1) If a consent authority is satisfied that development for which development consent is sought will or is likely to require the provision of or increase the demand for public amenities and public services within the area, the consent authority may grant the development consent subject to a condition requiring—
 - (a) the dedication of land free of cost, or
 - (b) the payment of a monetary contribution,or both.
 - (2) A condition referred to in subsection (1) may be imposed only to require a reasonable dedication or contribution for the provision, extension or augmentation of the public amenities and public services concerned.
 - (3) If—
 - (a) a consent authority has, at any time, whether before or after the date of commencement of this Part, provided public amenities or public services within the area in preparation for or to facilitate the carrying out of development in the area, and
 - (b) development for which development consent is sought will, if carried out, benefit from the provision of those public amenities or public services,the consent authority may grant the development consent subject to a condition requiring the payment of a monetary contribution towards recoupment of the cost of providing the public amenities or public services (being the cost as indexed in accordance with the regulations).
 - (4) A condition referred to in subsection (3) may be imposed only to require a reasonable contribution towards recoupment of the cost concerned.
 - (5) The consent authority may accept—
 - (a) the dedication of land in part or full satisfaction of a condition imposed in accordance with subsection (3), or
 - (b) the provision of a material public benefit (other than the dedication of land or the payment of a monetary contribution) in part or full satisfaction of a condition imposed in accordance with subsection (1) or (3).
 - (6) If a consent authority proposes to impose a condition in accordance with subsection (1) or (3) in respect of development, the consent authority must take into consideration any land, money or other material public benefit that the applicant has elsewhere dedicated or provided free of cost within the area (or any adjoining area) or previously paid to the consent authority, other than—

I.0 - PROJECT INTRODUCTION

12

- (a) a benefit provided as a condition of the grant of development consent under this Act, or
 - (b) a benefit excluded from consideration under section 7.4(6).
- (7) If—
- (a) a condition imposed under subsection (1) or (3) in relation to development has been complied with, and
 - (b) a public authority would, but for this subsection, be entitled under any other Act to require, in relation to or in connection with that development, a dedication of land or payment of money in respect of the provision of public amenities or public services or both,
- then, despite that other Act, compliance with the condition referred to in paragraph (a) is taken to have satisfied the requirement referred to in paragraph (b) to the extent of the value (determined, if the regulations so provide, in accordance with the regulations) of the land dedicated or the amount of money paid in compliance with the condition

I.3.4 Application of Legislation / Guideline

This Contributions Plan has been prepared in accordance with the following relevant legislation and with reference to the following relevant guideline documents:

- Part 7, Division 7.1 of the Environmental Planning and Assessment Act 1979.
- Part 9 of the Environmental Planning and Assessment Regulation 2021.
- NSW Department of Planning, Housing and Infrastructure - Guide to Infrastructure Contributions dated May 2025.
- NSW Planning, Housing and Infrastructure - Section 7.11 Contributions Practice Note.
- NSW Planning, Housing and Infrastructure - Local Infrastructure Contributions System Practice Note.
- NSW Planning, Housing and Infrastructure - Administering Contributions Practice Note.
- Relevant Section 9.1 Ministerial Directions.



02

CONTRIBUTION FRAMEWORK



2.0 - CONTRIBUTION FRAMEWORK

2.1 Contribution Strategy

2.1.1 Nexus

This Part of the Plan establishes the relationship (nexus) between the expected types of development in nominated Contribution Area(s) and the demand for additional public services and facilities to meet the needs of that development.

Nexus is the relationship between the expected types of development in the area and the demonstrated need for additional public facilities created by those developments. The concept of nexus is often referred to in the following terms:

| Type | Rationale | Description |
|---------------------------|-----------|--|
| Casual nexus | What | This is a demonstration that the anticipated development actually creates a need or increases the demand for a particular public facility. |
| Spatial or physical nexus | Where | Spatial nexus requires that the proposed public facility be located so as to serve the needs of those who created the demand for it. |
| Temporal nexus | When | Temporal nexus seeks to ensure that the public facility will be provided in a timely manner to benefit those who contributed towards it. |

The proposed public facilities identified in this Plan are considered reasonable and are required to satisfy the expected demands of the anticipated types of development in the Plan's Contributions Area(s).

In general, the need for and increased usage of public facilities as a consequence of new development will exceed the capacity of existing public facilities in the area. It will therefore be necessary for new and augmented public facilities to be provided to cater for the anticipated demand of likely development.

The details establishing the nexus between the expected types of development in the Contributions Area(s) and the demand for additional public facilities to meet that development are set out in this Part of the Plan under the headings of:

- Transport - Refer Section 2.2
- Plan Management and Administration - Refer Section 2.3

2.0 - CONTRIBUTION FRAMEWORK

The following types of facilities have been identified as being necessary to meet the needs of new development:

| Category | Types of services / facilities |
|------------------------------------|---|
| Transport Facilities | Road infrastructure, road drainage upgrading. |
| Plan Management and Administration | Management of development contributions and works, and Review of the Plan |

Details regarding the approximate location, timing and estimated costs for each of the facilities are set out in the Work Schedules included at **Appendix A** and Location of Works Maps included at **Appendix B**.

2.1.2 Explanation of Contribution Formulae

Council applies a contribution formula to each public amenity and service for the purpose of calculating the contribution rate applicable for that service or amenity. The formulae takes into consideration the cost of the works to be undertaken, the cost to Council of acquiring land on which to undertake these works (if applicable) and the total land area relevant to the facility:

$$\text{Contribution (per capita / lot)} = \frac{\text{Cost}}{\text{Benefiting Land Area}}$$

Where:

$$\text{Cost} = \text{Total cost of providing the facility including land and capital costs, and any recoupment costs (if applicable).}$$

$$\text{Benefiting Land Area} = \text{Total area of land in the nominated Contribution Area that is to benefit from the public infrastructure.}$$

2.1.3 Allowances for existing development

Because Section 7.1.1 contributions can only be levied where development will result in an increased demand for public amenities and services, contributions will not be sought in relation to demand generated by existing (or approved) urban development on the land to which this Plan applies.

As the contribution amounts for Contribution Area No. 1 are levied based on a calculation of site area, credits (or allowances) will be granted for existing site area associated with any residual (existing) lot created by a subdivision of land to which this Plan applies.



2.0 - CONTRIBUTION FRAMEWORK

16

2.2 Transport Infrastructure**2.2.1 Introduction**

The transport facilities provided for in this Plan are required to meet the increase in transport needs from new development within Contribution Area No. 1.

The key documents supporting these works are identified below:

- Cowra 2036 - Cowra Community Strategic Plan
- Cowra Council Operational Plan 2025-2026
- Cowra Council Delivery Program 2025-2029
- Cowra Council Long Term Financial Plan 2025-2035
- Cowra Local Environmental Plan 2025

2.2.2 Nexus

Industrial development within Contribution Area No. 1 - North Cowra Industrial Precinct will create a need for additional road and drainage infrastructure due to the increase traffic and increased permeable surfaces that result from the development of this land for industrial purposes.

Cowra Council has undertaken a technical review of the infrastructure improvements required to meet the demand resulting from the additional industrial development and this review led to identification of the specific infrastructure items detailed in Section 2.2.5 and **Appendix A**.

To address these issues, the most important factors provided for within this Plan relate to:

- Upgrading road infrastructure to cater for increased traffic volumes, and
- Upgrading street drainage (in association with the above drainage measures).

The beneficiaries of the improvements in road infrastructure will be industrial development in Contribution Area No. 1 - North Cowra Industrial Precinct. Accordingly, the cost of the improvements to road and drainage infrastructure that have been included in this Plan have been apportioned on a per square metre basis.

Works programmes will be regularly reviewed and revised depending upon development trends, updated traffic modelling, State, Regional and Local Government policy and available funding.

2.2.3 Strategy

A summary of proposed transport works for which contributions are sought through this Plan, and their costs is provided in the Works Schedule in **Appendix A**.

2.0 - CONTRIBUTION FRAMEWORK

17

2.2.4 Apportionment

The transport works detailed in this Plan have been designed to meet the demands of the future development in Contribution Area No. 1 - North Cowra Industrial Precinct.

The identification of the Contribution Area ensures that the nexus between the demand created by new development and contribution levels are as equitably distributed as is reasonably possible and administratively efficient.

In the case of Contribution Area 1, the following apportionments have been applied to each of the proposed transport works identified in the Works Schedules to **Appendix A**.

Table 1 Contribution Area 1 - Apportionments

| No. | Service / Facilities | Total Cost | Apportionment |
|-----|---|------------|------------------|
| 1. | Nangar St upgrade - 10m carriageway width and kerb and gutter installation between Mulyan St and Pridham St | \$950,000 | 51% ¹ |
| 2. | Pridham St upgrade - 7m width carriageway (no kerb and gutter) between Glen Logan Rd and Nangar St | \$235,000 | 51% ¹ |
| 3. | Pridham St / Glen Logan Rd intersection upgrade and box culvert installation | \$650,000 | 51% ¹ |
| 4. | Nangar St and Pridham St intersection widening and upgrade | \$250,000 | 51% ¹ |
| 5. | Mulyan St and Nangar St intersection widening and kerb and gutter improvements | \$750,000 | 51% ¹ |

Notes

- In the case of Works Schedule Items 1, 2, 3, 4, and 5, the apportionment is 51% of the total cost, because the need for the proposed work is jointly generated by existing development in the E4 General Industrial zone that will also benefit from the improvement. Refer to Appendix C for apportionment calculations.

2.0 - CONTRIBUTION FRAMEWORK

18

2.2.5 Calculation of Contribution

The estimated capital costs for the proposed works were prepared by Cowra Council on the basis of Council's standard rates for construction. In the case of Contribution Area No. 1 - North Cowra Industrial Precinct, contributions have been calculated per square metre of land.

Table 2 shows the capitals works for which a Section 7.11 contribution is being levied for Contribution Area No. 1.

Table 2 Contribution Area 1 - Calculations

| Item No. | Work | Cost | Apportionment | Benefiting Land Area (ha) | Contribution Rate per m2 |
|--|---|--------|---------------|---------------------------|--------------------------|
| 1 | Nangar St upgrade - 10m carriageway width and kerb and gutter installation between Mulyan St and Pridham St | \$950K | 51% | 95.08 | \$0.51 |
| 2 | Pridham St upgrade - 7m width carriageway (no kerb and gutter) between Glen Logan Rd and Nangar St | \$235K | 51% | 95.08 | \$0.13 |
| 3 | Pridham St / Glen Logan Rd intersection upgrade and box culvert installation | \$750K | 51% | 95.08 | \$0.40 |
| 4 | Nangar St and Pridham St intersection widening and upgrade | \$250K | 51% | 95.08 | \$0.13 |
| 5 | Mulyan St and Nangar St intersection widening and kerb and gutter improvements | \$750K | 51% | 95.08 | \$0.40 |
| Total Contribution Per Square Metre | | | | | \$1.57 |

2.0 - CONTRIBUTION FRAMEWORK

19

2.3 Plan Administration

2.3.1 Nexus

The preparation and administration of a Section 7.11 plan requires resources. Council employs staff to undertake the financial accounting of contributions, and implement the Plan and its works. In addition, consultant studies and specialist advice (e.g. legal and valuation) are obtained on an as needed basis to assist with Plan preparation, management and review.

The costs involved with administering contributions plans are an essential component of the efficient provision of facilities necessitated by new development within the nominated Contributions Area(s). New development should therefore pay a reasonable contribution towards the costs associated with the management and administration of the Plan.

2.3.2 Strategy

The Plan aims to provide funds to ensure the efficient management of the contributions planning and financial processes within Council. These processes will be ongoing throughout the life of the Plan.

Council staff that are accountable for facility/service planning and delivery will be involved in reviewing and updating the Plan. This may include review of the works schedules or the latest information on community needs to ensure that facility planning is current and appropriate. This may also include engaging specialist consultants (e.g. planning and engineering specialists) to carry out studies.

2.3.3 Calculation of Contribution

A Council can account for the costs of plan administration by charging a contribution rate of 1.5% of the total capital cost of the infrastructure levied under a Section 7.11 Contributions Plan. Table 3 shows the calculations.

Table 3 Plan Administration Calculations - Contribution Area 1

| Item | Description | Cost | Calculation / Ref |
|------|--------------------------------------|-----------------------|-------------------|
| A | Total Costs of Works Schedule Items | \$2,935,000 | Refer Appendix A |
| B | Plan Establishment Costs | \$44,025 | 1.5% of Item A |
| C | Benefiting Land Area (hectares) | 95.08 ha | Refer Appendix C |
| D | Benefiting Land Area (square metres) | 950,800m ² | Item C x 10,000 |
| E | Contribution per square metre | \$0.04 | Item B / Item D |

2.0 - CONTRIBUTION FRAMEWORK

20

2.4 Summary of Contribution Rates

A summary of Development Contribution rates for Cowra Contributions Area I is included in Table 4 as follows:

Table 4 Plan Administration Contributions Summary - Cowra Contributions Area I.

| Contribution Type | Per square metre of site area |
|--------------------------|--------------------------------------|
| Transport Infrastructure | \$1.57 |
| Plan administration | \$0.04 |
| Total | \$1.61 |



03

ADMINISTRATION OF THE PLAN



3.0 - ADMINISTRATION OF THE PLAN

22

3.1 Authorisation

In determining a development application or issuing a complying development certificate to which this Plan applies, this Plan authorises the Council to impose a condition of consent requiring the payment of a monetary contribution.

Prior to the issue of a Complying Development Certificate for development to which this Plan applies, the issuer of the certificate must impose a condition pursuant to this Plan if such condition may be imposed. In accordance with Section 7.21 of the Act, this Plan:

“(b) Can only authorise the imposition by an accredited certifier of a condition under Section 7.11 that requires the payment of a monetary contribution,”

Complying Development Certificates must be assessed and issued by Council if the developer wishes Council to consider land dedication, material public benefits or works-in-kind.

3.2 Types of contributions

There are a number of alternative methods which can be used to pay or settle the Section 7.11 developer contributions. These are as follows:

- Monetary contribution;
- Dedication of land;
- Material Public Benefit, or
- Works in Kind.

Where a developer negotiates a material public benefit (for works not in the works schedule), works in kind (for items included in the works schedule), or the dedication of land, in lieu of paying in full or paying a part of the monetary contribution required under this Plan, the applicant must still pay Council's reasonable costs for the management of the Plan (plan management and administration contributions).

The Act also provides the ability for the Council to consider entering into a Planning Agreement (PA) as part of a development application or when rezoning land. Public amenities and services delivered through a PA may be in addition to or instead of the payment of a monetary contribution under Section 7.11.

3.2.1 Monetary contribution

This Plan identifies the monetary contribution required for the provision of public services and amenities, calculated in accordance with the requirements of Section 2 of this Plan. The contribution amount payable will be included as a condition of consent on any development approval issued. Details of how and when the amount will be adjusted will be included in the consent as detailed in this Plan.

3.0 - ADMINISTRATION OF THE PLAN

23

3.2.2 Dedication of land

This Plan authorises the Council to consent to the carrying out of development subject to a condition imposed under Section 7.11 of the Act, requiring the dedication of land free of cost to the Council.

Such a condition may be imposed where the land is reasonably required towards the provision, extension or augmentation of a public amenity or public service specified in the Works Schedule accompanying this Plan, in order to meet the demand generated by development.

Dedication of land in lieu of monetary contributions for community facilities, open space or other infrastructure described in this Plan will only be considered when Council deems that the land is locationally appropriate and has physical and servicing characteristics that make it suitable for the designated purpose. All costs of dedication are to be borne by the applicant, including but not limited to, survey, legal and administration costs.

The land is to be in a condition suitable for its intended purpose cleared of all debris, weeds and waste materials to the written satisfaction of Council. The land is to have a compliance certificate from a registered testing authority stating that the land is free from contaminated and hazardous materials and substances.

Land to be dedicated is to be shown on the Final Plan of Subdivision that accompanies the Subdivision Certificate application, and will only come under Council care and control upon registration of the subdivision.

3.2.3 Works in Kind / Material Public Benefits

A works in kind (WIK) is the undertaking of a work or provision of a facility that is scheduled within a Contributions Plan, in lieu of the part or full payment of either a monetary contribution or the dedication of land that would normally apply. WIK are generally offered and assessed as part of the development application process.

Applicants seeking Council's acceptance of a WIK arrangement should initially discuss such a proposal with Council officers to determine whether Council would agree to enter into such agreement as well as to establish Council's requirements.

A material public benefit (MPB) may be offered by the developer in part or full satisfaction of a condition requiring the payment of a monetary contribution or the dedication of land. MPBs can be infrastructure that is specifically listed in the Works Schedule to **Appendix A** or infrastructure that is not included in this Plan. It can not be the payment of money or the dedication of land to Council free of cost.

Council may accept the provision of a MPB that is not nominated in the Works Schedule to **Appendix A**, if it can be justified why it is of equivalent or greater benefit to the community compared to what has been identified under the Plan. For transparency, Planning Agreements are a more appropriate mechanism to deliver a MPB that is not included in this Plan.

Such alternative development contributions arrangements may be negotiated with the Council in connection with the carrying out of development in the following circumstances:

3.0 - ADMINISTRATION OF THE PLAN

- **Offer made to the Council as part of a development application** - If an applicant does not wish to pay a monetary Section 7.11 contribution in connection with the carrying out of development, the applicant may include in a development application, a proposal to carry out the works towards which a contribution or levy would otherwise have been applied.

The Council will consider the alternative arrangement as part of its assessment of the development application. If the Council agrees to the arrangement and grants consent to the application, it will impose a condition of consent requiring the works to be carried out. If the Council does not agree to the alternative arrangement, it may grant consent subject to a condition imposed under Section 7.11 requiring payment of the monetary contribution.

- **Offer made to Council following the grant of development consent** - If development consent has been granted to the carrying out of development subject to a condition under Section 7.11 requiring payment of a monetary contribution towards the cost of public amenities and public services, the applicant may request in writing that they instead provide to the Council a material public benefit in part or full satisfaction of the requirements of the relevant condition. This application should be made in the form of a modification of the development consent to be made under section 4.55 of the Act.

If the Council agrees to the applicant’s request, the applicant is required to comply with the alternative arrangement and is not required, in part or whole, as relevant, to comply with the conditions imposed under Section 7.11. If the Council declines the applicant’s request, the applicant will be required to comply with the requirements of the conditions imposed under Section 7.11.

In either case, and as recommended by the NSW Planning, Housing and Infrastructure - Section 7.11 Contributions Practice Note, Council will have regard to the criteria in Table 4 in order to follow a consistent and transparent approach when deciding whether to agree to the applicant’s request:

Table 5 Assessment Criteria for WIK and MPB requests

| Criteria | Assessment |
|-------------------------|--|
| Infrastructure Delivery | Any benefits of early delivery of the works to the surrounding area. |
| Scope and Standard | Consistency of the works with the contributions plan. |
| Design and Cost | Consistency of the works with the design and estimated cost in the contributions plan. |

3.0 - ADMINISTRATION OF THE PLAN

25

| | |
|------------------------|--|
| Financial Implications | Impact of accepting works instead of revenue, on forecast cash flow and the contributions plan works program. |
| Timing | Impact on the contributions plan delivery program, and whether the alternative will prejudice the timing or manner of the provision of the public facility for which the contribution was required |
| Handover | Proposed dedication and ongoing management arrangements, |

The acceptance of a WIK agreement or a MPB will be at Council’s absolute discretion, and aside from any exceptional circumstances, no credits will be granted for in-kind works carried out by the developer that are in excess of the approved contribution amount. Where the value of the WIK, MPB or dedication of land is less than the value of the required contribution, the applicant will be required to settle the balance of the contribution by way of a monetary contribution and/ or land dedication.

The value of an offer to provide WIK or a MPB towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.1 I contribution will be valued utilising the following mechanism:

- Any credit will be calculated based on the actual cost of works or the agreed cost estimate, whichever is the lesser. The agreed cost estimate will be determined by a review of the costs submitted by the applicant via Council’s Infrastructure & Operations Department (or a Registered Quantity Surveyor at Councils discretion);
- The agreed cost estimate can be amended by submission of a variation request by the applicant which will be reviewed and certified by a registered Quantity Surveyor;
- The actual cost of works is required to be evidenced and verified by a registered Quantity Surveyor;
- The Quantity Surveyor to act on the project will be chosen by Council from a list of 3 recommended by the applicant all of whom are to be members of Panels for The NSW Department of Finance, Services and Innovation or Local Government Procurement; and
- Quantity Surveyor service costs are to be borne by the applicant.

3.2.4 Legal agreements pertaining to WIK and MPB

All offers, should they be accepted, to provide WIK, or a MPB towards which the levy is to be applied, in lieu (in full or in part) of satisfying a condition of consent relating to payment of a Section 7.1 I contribution will be subject to a legal agreement between Council and the applicant. All agreements will include, but not limited to, the following:

- The works to be undertaken;
- The timing of the works;

3.0 - ADMINISTRATION OF THE PLAN

26

- The quality of the works;
- The costs of the works;
- Handover and sign-off by Council;
- The applicant's rights and responsibilities; and
- Council's rights and responsibilities.

3.3 Planning Agreements

An applicant may offer to enter into a Planning Agreement with the Council in connection with a development application or a rezoning application. Provision is made for Planning Agreements under Section 93F of the Environmental Planning and Assessment Act 1979, as amended.

Under a Planning Agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes. The applicant's provision under a Planning Agreement may be additional to, or instead of, making contributions under Section 7.11 of the Act.

The offer to enter into a Planning Agreement, together with the draft Agreement, will generally need to accompany the relevant development or rezoning application. The Council will publicly notify the draft Agreement and explanatory note relating to the draft Agreement along with the relevant application and will consider the Agreement as part of its assessment of the relevant application. If the Council agrees to enter into the Agreement, it may impose a condition of development consent requiring the Agreement to be entered into and performed.

3.4 Land Values

Council's objective is to ensure that the funds Council receives for land acquisition from Section 7.11 contributions are equivalent to the amount required to fund the purchase of all the land identified for acquisition in the Plan.

The estimated value (of the land to be acquired) used for determining contribution rates is the englobo value of the land (identified for acquisition) assuming that the land is available for immediate development and that all necessary services are available. Englobo land is land that is:

- undeveloped, or has minimal development.
- largely unserviced.
- zoned to allow for subdivision into smaller parcels.

The value assigned does not necessarily represent the current market value of any particular parcel of land. Costs associated with land acquisition are also included in the determination of contribution rates. The costs include administration, valuation, negotiations, survey, legal and conveyancing, and are accounted for in the contribution framework for Plan Administration detailed in Section 2.3 of this Plan.

3.0 - ADMINISTRATION OF THE PLAN

27

When land is to be acquired, the current market value of this land would be assessed at the time of acquisition or determination of compensation with regard to current market conditions, the availability of services, appropriate heads of compensation and the provisions of the Land Acquisition (Just Terms Compensation) Act, 1991.

3.5 Payment of contributions**3.5.1 Timing of Payments**

The time of payment of contributions shall be as follows:

- Development applications involving subdivision only – prior to the release of the Subdivision Certificate.
- Development involving both subdivision and building work – prior to the release of the Construction Certificate, or the release of the Subdivision Certificate, whichever occurs first.

Where an application is dealt with by an Accredited Certifier other than Council, the development consent shall not operate unless and until the amount required by the consent under this Contributions Plan is paid to Council.

The amount of any monetary contribution to be paid will be the contribution payable at the time of consent, and depending upon the time of payment will be subject to reasonable adjustment due to movements in the Consumer Price Index and/or changes to the rates indicated within this Plan (refer to Section 3.6).

3.5.2 Deferred or Periodic Payments

Council may consider the deferred payment of contributions or payments made by periodic installments. This will be a merit based decision, considered on a case by case basis and subject to approval by Council.

A request for deferral or periodic payment must be made in writing to Council, stating the proposed length of deferral, and may only be accepted where:

- There are valid reasons for the deferral or periodic payment;
- The deferral will not prejudice the efficiency and operation or cash flows of the Plan;
- The granting of the request for deferred payment will not jeopardise the timely provision of works or land identified within the Plan;
- A suitable bank guarantee (or equivalent security) can be, and is, provided in the event that the request is accepted by Council;

3.0 - ADMINISTRATION OF THE PLAN

28

- The applicant intends to make a contribution by way of a planning agreement, works-in-kind or land dedication in lieu of a cash contribution and Council and the applicant have a legally binding agreement for the provision of the works or land dedication, and
- The periodic or deferred contributions are paid, including interest, at no cost to Council.

The conditions under which Council may accept deferred payment by way of a bank guarantee are that:

- The bank guarantee is by an Australian Bank.
- Indexing will be calculated from the date the contribution was due until the date of payment.
- The bank guarantee is for a maximum period of twelve months.
- The amount of the bank guarantee is the sum of the total contribution or the amount of the outstanding contribution at the time of deferring payment, plus an amount equal to thirteen months interest.
- The bank unconditionally pays the guaranteed sum to Council if Council so demands in writing, no earlier than 12 months from the provision of the guarantee or completion of the work, whichever occurs first.
- The bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development in accordance with the development consent.
- The bank's obligations are discharged when payment to the Council is made in accordance with the approved bank guarantee or when Council notifies the bank in writing that the guarantee is no longer required, and
- Council's registration and release of bank guarantee fee is paid.

Any outstanding component of the contribution shall be indexed quarterly in accordance with the Consumer Price Index movements. Indexing will be calculated from the date the contribution was due until the date of payment.

The conditions under which Council may accept periodic payment for a staged development are:

- That the installments are paid before the work commences on each relevant stage of the development, and
- The amount to be paid at each stage is to be calculated on a pro-rata basis in proportion to the demand for the relevant facility being levied by the overall development, including CPI if required.

3.0 - ADMINISTRATION OF THE PLAN

29

3.6 Adjusting Contribution Rates

3.6.1 Indexing of contribution rates

To ensure that the value of contributions are not eroded over time by movements in the Consumer Price Index, land value increases, the capital costs of construction of facilities and administration of the plan or through changes in the costs of studies to support the Plan, the Council will index the contribution rates indicated in this Plan, on a yearly basis. This Plan authorises Council to undertake these indexed based changes without the necessity of preparing a new or amending contributions plan.

The contribution rates will be reviewed and subsequently indexed by reference to the Construction costs by the Consumer Price Index (All Groups – Sydney) as published quarterly by the Australian Bureau of Statistics.

In accordance with Clause 32(3)(b) of the Environmental Planning and Assessment Regulations, the following sets out the means by which Council will index contribution rates that are set out in this Plan:

For changes to the Consumer Price Index (Sydney All Groups), the contributions will be reviewed quarterly in accordance with the following formula:

$$\text{New Contribution Rate} = \frac{C \times \text{CPI 2}}{\text{CPI 1}}$$

Where:

| | | |
|-------|---|---|
| C | = | is the initial contribution rate at the time of adoption of the Plan, expressed in dollars |
| CPI 2 | = | is the Consumer Price Index Number (Sydney All Groups) available at the time of the review |
| CPI 1 | = | is the Consumer Price Index Number (Sydney All Groups) at the date of adoption of the Plan, or its subsequent amendment |

3.6.2 Adjusting contributions at time of payment

Contribution amounts will initially be calculated and regularly updated in accordance with the terms of Clause 3.6.1 at the time development consent is granted. The current contribution rates are published by Council and are available from Council's Customer Service Centre, or from Council's website.

The contributions amounts included in a development consent are to be adjusted at the date of payment on the basis of the contribution rates that are applicable at the time of the payment, and not at the date of the approval of the development.

3.0 - ADMINISTRATION OF THE PLAN

30

Contributions required as a condition of development consent will be adjusted at the time of payment using the following formula.

$$CP = \frac{CDC \times (CDC \times (CRP - CRC))}{CRC}$$

Where:

| | | |
|-----|---|---|
| CP | = | is the amount of the contribution calculated at the time of payment. |
| CDC | = | is the amount of the original contribution as set out in the development consent. |
| CRP | = | is the contribution rate at the time of payment |
| CRC | = | is the contribution rate at the time of the original consent. |

3.7 Refund of contributions

As a general rule, Council will not support requests for the refund of contributions already paid to Council in accordance with the conditions of a development consent. This is because it is not possible to refund contributions (that have already been paid) from the relevant contribution fund(s) of Council.

Where a partial or full refund of contribution is requested, applicants will instead need to apply in writing to Cowra Council for a donation in accordance with the Donation Policy, a copy which can be accessed from Council upon request.

Council will take the following matters into account when assessing the refund request:

- The criteria in the Council's Donation Policy.
- Whether or not the development has been commenced.
- Whether or not it is proposed to surrender the consent that applied the contribution.

Applications must be received by the first working day after 31 January within the year following payment of the levy e.g. payment is made in April 2026 then refund request can be made until first working day after 31 January 2027, and

3.0 - ADMINISTRATION OF THE PLAN

31

The decision to provide part or full refunds will always be the subject of a report to an appropriate monthly committee meeting of Council.

3.8 Reassessment of contributions

Council may consider an application for the reassessment of the development monetary contribution payable. This may result in the contribution being reduced or waived or modified.

Where a condition of development consent has already been imposed requiring the payment of a contribution, the applicant will be required to lodge an application to review the consent in accordance with Sections 8.2 to 8.5 of the Act, as amended, to reassess the rate of contribution charged.

The request shall be in writing and provide sufficient information to satisfy Council of the inappropriate nature of the contribution and the implications to Council of reducing or waiving the contribution in the particular circumstances.

The Act provides that Council cannot review a determination or decision after the period within which any appeal may be made to the Court has expired if no appeal was made, or after the Court has disposed of an appeal against the determination or decision.

3.9 Complying Development

In accordance with Clause 156 of the Environmental Planning and Assessment Regulation 2021, a certifying authority must not issue a complying development certificate for a particular purpose unless it includes a condition requiring the payment of a monetary section 7.11 contribution, where such a payment is required by a council's contribution plan.

The amount of the contribution is to be determined in accordance with the formulas contained in this Plan. The conditions imposed must be consistent with Council's standard Section 7.11 consent conditions and be in accordance with this Plan. It is the responsibility of accredited certifiers to correctly calculate the contribution and apply the Section 7.11 contribution.

Complying Development Certificates must be assessed and issued by Council if the developer wishes Council to consider land dedication, material public benefits or works-in-kind.

3.10 Construction Certificates

In accordance with Clause 20 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, a certifying authority must not issue a construction certificate for building work or subdivision works under development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied.

In particular the certifier must ensure that the applicant provides a receipt(s) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with clause 20(b) of the Environmental

3.0 - ADMINISTRATION OF THE PLAN

32

Planning and Assessment (Development Certification and Fire Safety) Regulation 2021. Failure to follow this procedure may render such a certificate invalid.

The only exception to this requirement is where a WIK, MPB, dedication of land or deferred arrangement has been agreed by the Council. In such cases the Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

3.11 Funding and timing of works

The contributions made to Council under the Plan may fully or partially fund the public amenities and services identified in this Plan. The contribution rates have been determined on the basis of apportionment between the expected development and other sources of demand. In circumstances where public amenities and services are not fully funded by contributions, the remaining funds will be supplied from other Council sources.

Public amenities and services are required at the time demand is created, which may be before completion of development and before sufficient contributions are received. Council's ability to forward fund these services and amenities is very limited, and consequently their provision is largely contingent upon the availability of contributions. Pooling of funds to assist with the provision of infrastructure, as detailed in Section 3.13 will be considered and used when necessary.

To provide a strategy for the implementation of the services and amenities levied for in this Plan, and to use contributions in the most effective manner, the individual work schedules may be reprioritised. This will take into account development trends, population characteristics, existing funds, funds from other sources (where required) and anticipated revenue flows.

It is expected that the development of the Contributions Area(s) will occur over the next 10 to 15 years. The scope and timeframe for the delivery of the infrastructure identified in this Plan is for the same duration. However, as the projections and time-frames for development are uncertain, the Work Schedules in the Plan are subject to staged implementation and / or will be completed on an as required basis. Furthermore management of the Plan incorporates ongoing monitoring of development trends, actual population growth rates and regular review processes.

3.12 Management Costs of the Plan

There is a substantial time and cost overhead associated with this Plan and its implementation.

Accordingly costs associated with the preparation, administration and management of this Plan will be levied on all applications in a nominated Contribution Area(s). These costs will appear as a separate element in the rates schedule and the method of calculation is described in Section 2.3 and covers the implementation review, monitoring and updating procedures set out in the Plan. In addition, studies are undertaken to determine the design and costing of works as well as to review the development and demand assumptions of the Plan.

Where a MPB or WIK agreement is negotiated between a developer and the Council, the Plan Administration and Management Contribution levy will still apply. This amount will cover plan

3.0 - ADMINISTRATION OF THE PLAN

33

review costs and also Council's costs associated with negotiating the MPB or PA and supervision of the work undertaken.

3.13 Pooling of Contributions

This Plan expressly authorises monetary Section 7.11 Contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of the contributions are shown in the Works Schedule in **Appendix A**.

3.14 Unspent Section 7.11 funds

This Plan also authorises that unspent monies collected through the previous Section 7.11 Plan is to be expended on works identified in the Works Schedules in **Appendix A**, or the Works Schedule of the Cowra Section 7.12 Plan as appropriate.

3.15 Accountability

Financial management and accountability are important components of Section 7.11, and Council is obliged to maintain an accurate and up to date register of all Section 7.11 contributions.

Monetary contributions received under the authority of this Plan must be recorded and kept through a separate account specifically established for this Plan. The records must indicate the contributions received, contributions expended and must include the interest, if any, earned on invested funds for each account.

These records are updated on a monthly basis.

Separate accounting records are maintained for both the Cowra Section 7.11 Contributions Plan and the Cowra Section 7.12 Contribution Plans. Information on Section 7.11 accounts and funds relating to this Plan will be provided in a condensed format within Cowra Council's Annual Report/s in accordance with requirements of the Act and associated Regulation.

Information is also available in Council's contribution register relating to this Plan, which can be inspected at Council's Customer Service Centre during normal business hours, or downloaded from the Council's website.

3.16 Goods and Services Tax

Monetary Section 7.11 development contributions are exempt from the Federal Government Goods and Services Tax (GST).

3.0 - ADMINISTRATION OF THE PLAN

34

3.17 Exemptions

Under section 7.17 of the Act a contribution under section 7.11 cannot be imposed:

- on development consents to carry out development for the purposes of housing development by a social housing provider for seniors or people with a disability within the meanings of State Environmental Planning Policy (Housing) 2021.
- if a development contribution under section 7.11 of the Act has been required in respect of the subdivision of land (initial subdivision), unless that other development will, or is likely to, increase the demand for public amenities or services beyond the increase in demand attributable to the initial subdivision.

For all other circumstances where an exemption is sought to the payment of a Section 7.11 Levy, an application must be submitted to Council at development assessment stage, giving reasons and providing any necessary evidence for the exemption.

3.18 Review of the Plan

This Plan may be reviewed in full, or in respect of particular parts, when considered appropriate having regard to the rate and type of development, cost of facility provision, and community response to service and facility provision.

A complete review of this Plan is anticipated every five (5) years from the date of commencement of the Plan.

3.19 Condition of Consent

Unless otherwise determined by the Council, the standard condition described in **Appendix D** will be used on Development Application determinations and Complying Development Certificates for monetary contributions levied under this plan.



A

APPENDIX

Works Schedule - Transport Infrastructure



APPENDIX A

36

Works Schedule

| Service / Facilities | Apportioned Capital Cost ¹ | Estimated Land Cost \$ | Council / Other Cost ² | Total Cost | Timing ³ |
|---|--|-------------------------------|--|-------------------|----------------------------|
| Nangar St upgrade - 10m carriageway width and kerb and gutter installation between Mulyan St and Pridham St | \$484,500 | Nil | \$465,500 | \$950,000 | As required. |
| Pridham St upgrade - 7m width carriageway (no kerb and gutter) between Glen Logan Rd and Nangar St | \$119,850 | Nil | \$294,000 | \$235,000 | As required. |
| Pridham St / Glen Logan Rd intersection upgrade and box culvert installation | \$331,500 | Nil | \$318,500 | \$650,000 | As required. |
| Nangar St and Pridham St intersection widening and upgrade | \$127,500 | Nil | \$122,500 | \$250,000 | As required. |
| Mulyan St and Nangar St intersection widening and kerb and gutter improvements | \$382,500 | Nil | \$367,500 | \$750,000 | As required. |

Notes

- ¹ Apportioned capital cost is the apportioned cost to be funded under this Plan by Section 7.11 Contributions. Refer to Table I for further details
- ² Council / other cost is the proportion of the total cost of augmentation or provision of a complete facility to be funded by Council / other contributors / grants etc, as each case determines.
- ³ Timing is the anticipated delivery date for the provision of the relevant infrastructure.



B

APPENDIX

Location of Works Maps





Figure 1 - Contribution Area I - North Cowra Industrial Precinct - Location of Works Map

- Contribution Area Boundary
- Nangar St upgrade - 10m carriageway width and kerb and gutter installation between Mulyan St and Pridham St
- Nangar St stormwater improvement works
- Pridham St upgrade - 7m width carriageway (no kerb and gutter) between Glen Logan Rd and Nangar St
- Pridham St / Glen Logan Rd intersection upgrade and box culvert installation
- Mulyan Street and Redfern Street intersection upgrade
- Nangar St and Pridham St intersection widening and upgrade
- Mulyan St and Nangar St intersection widening and kerb and gutter improvements



C

APPENDIX

Apportionment Map



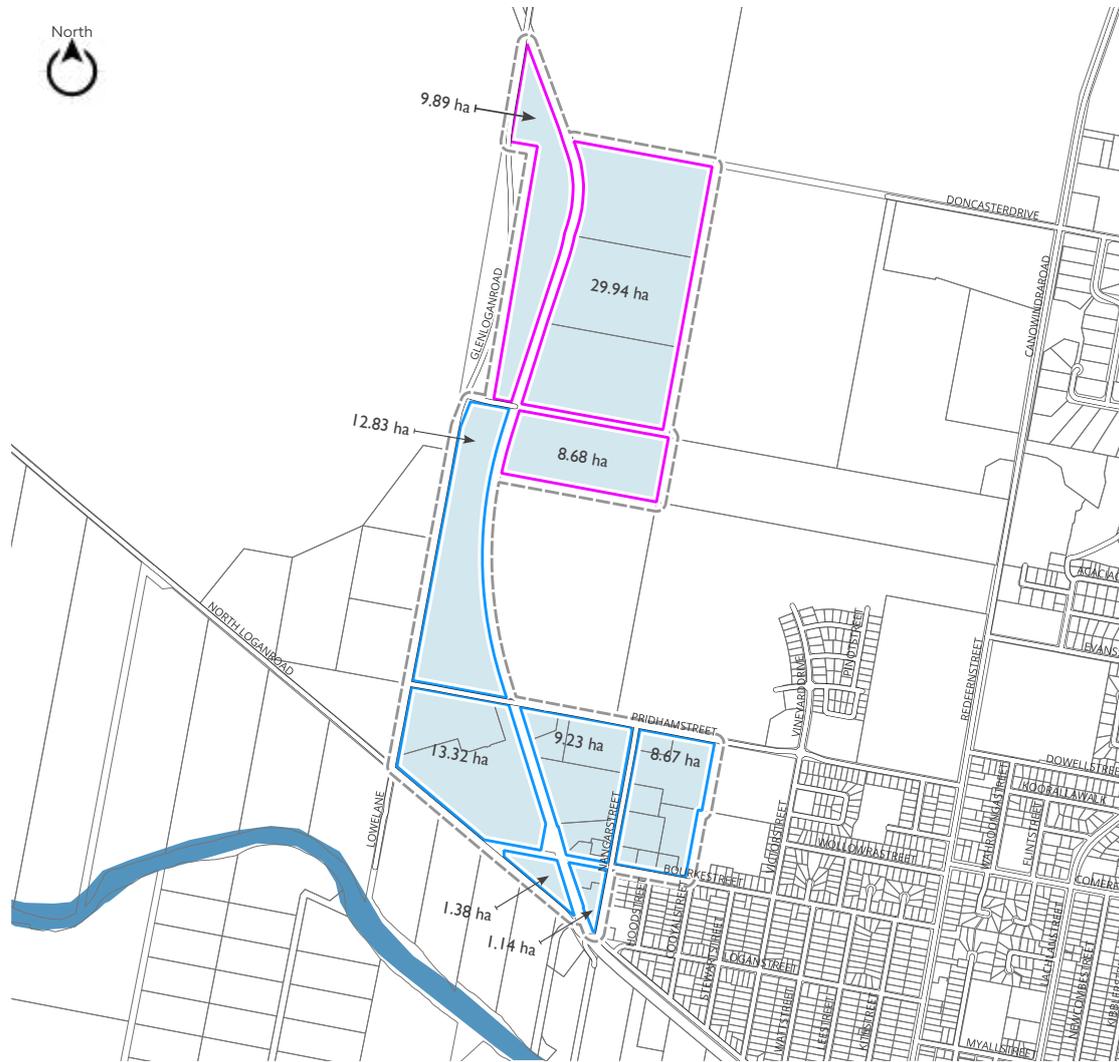


Figure 2 - Contribution Area 1 - Apportionment Map

| Legend | Item | Description | Area | Ref / Calculation | Apportionment |
|--------|------|----------------------------|----------|-----------------------------|---------------|
| | A | Existing Developed Area | 46.57 ha | Sum of all blue precincts | 49% |
| | B | Existing Undeveloped Area | 48.51 ha | Sum of all purple precincts | 51% |
| | C | Contribution Area Boundary | 95.08 ha | Item A + Item B | 100% |



D

APPENDIX

Standard Condition



APPENDIX D

Standard Condition

Pursuant to Section 7.11 of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Subdivision Certificate or Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 7.11 Contributions Plan 2026, adopted on <insert date>, which may be viewed during office hours at Council’s Customer Service Centre, 116 Kendal Street Cowra, or on Council’s website www.cowracouncil.com.au.

The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

| Contribution Type | Rate ¹ | Rate Amount | No. of Lots ² | Total Contribution | Rate remains current until |
|------------------------------------|-------------------|-------------|--------------------------|--------------------|----------------------------|
| Transport Infrastructure | | | | | |
| Plan Administration | | | | | |
| Total Contribution Payable | | | | | |
| Total Contribution Payable per Lot | | | | | |

Notes

- ¹ Per square metre site area
- ² No. of additional lots created. The original lot is discounted from the calculations
- ³ Council’s Section 7.11 Contributions Plan 2026 may be viewed during office hours at Council’s Customer Service Centre, 116 Kendal Street Cowra, or on Council’s website www.cowracouncil.com.au



APPENDIX D

43

Standard Condition - Working Example

The table below has been completed showing the calculations for a 16 lot subdivision in the E4 General Industrial zone to which Contribution Area No. 1 applies.

| Contribution Type | Rate ¹ | Rate Amount | No. of Lots ² | Total Contribution | Rate remains current until |
|------------------------------------|-----------------------|-------------|--------------------------|--------------------|----------------------------|
| Transport Infrastructure | 128,300m ² | \$1.57 | 16 | \$201,431 | 30/06/2026 |
| Plan Administration | 128,300m ² | \$0.04 | 16 | \$5,132 | 30/06/2026 |
| Total Contribution Payable | | | | \$206,563 | 30/06/2026 |
| Total Contribution Payable per Lot | | | | \$12,910 | 30/06/2026 |

Notes

- ¹ Per square metre site area
- ² No. of additional lots created. The original lot is discounted from the calculations
- ³ Council's Section 7.11 Contributions Plan 2026 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au

2025
DRAFT ONLY

Prepared by:
COWRA SHIRE COUNCIL
116 Kendal Street
COWRA NSW 2794



COWRA COUNCIL

S7.12

CONTRIBUTIONS PLAN



DOCUMENT CONTROL

PROJECT REPORT DETAILS

| | |
|------------------|--|
| Document Title | Cowra Section 7.12 Contributions Plan 2025 |
| Principal Author | Janine Finlayson - Land-use Planner |
| Department | Environmental Services |

DOCUMENT STATUS

| | |
|--------|-------|
| Issue | A |
| Status | DRAFT |
| Date | |

ACKNOWLEDGEMENT OF COUNTRY

In preparing this policy, Cowra Shire Council acknowledge the traditional lands of the Wiradjuri people, and pays respect to elders both past, present and emerging.



Prepared by:
COWRA SHIRE COUNCIL
116 Kendal Street
COWRA NSW 2794



TABLE OF CONTENTS

3

Table of Contents

| | | |
|-----------|--|-----------|
| I. | Plan Introduction | 5 |
| | <hr/> | |
| I.1 | Overview | 6 |
| I.2 | About this plan | 6 |
| I.2.1 | Name of the plan | 6 |
| I.2.2 | Purpose | 6 |
| I.2.3 | Commencement of plan | 7 |
| I.2.4 | Area to which the plan applies | 7 |
| I.2.5 | Types of development to which the plan applies | 7 |
| I.2.6 | Relationship to other plans and policies | 7 |
| I.3 | Legislative context | 8 |
| I.3.1 | What are development contributions? | 8 |
| I.3.2 | What is a Section 7.12 Contribution? | 8 |
| I.3.3 | What does Section 7.12 of the Act provide? | 9 |
| I.3.4 | Application of Legislation / Guideline | 9 |
| 2. | Contribution Framework | 11 |
| | <hr/> | |
| 2.1 | Scale of future development | 12 |
| 2.2 | Contribution rates | 13 |
| 2.3 | Calculation of the contribution | 13 |
| 2.4 | Contribution expenditure | 13 |
| 2.4.1 | Public Services and Facilities | 13 |
| 2.4.2 | Work Schedule | 13 |
| 2.4.3 | Work Schedule Maps | 14 |
| 3. | Administration of the Plan | 15 |
| | <hr/> | |
| 3.1 | Payment of the contribution | 16 |
| 3.2 | Calculating Development Cost | 16 |
| 3.3 | Cost Estimate Reports | 17 |
| 3.4 | Complying Development | 18 |



TABLE OF CONTENTS

4

| | | |
|------|--|----|
| 3.5 | Construction Certificates | 18 |
| 3.6 | Alternatives to Payment | 18 |
| | 3.6.1 Planning Agreements | 19 |
| 3.7 | Reassessment of contributions | 19 |
| 3.8 | Refund of contributions | 20 |
| 3.9 | Payment of contributions | 20 |
| | 3.9.1 Timing of Payments | 20 |
| | 3.9.2 Deferred or Periodic Payments | 21 |
| 3.10 | Adjusting contributions at time of payment | 22 |
| 3.11 | Goods and Services Tax | 23 |
| 3.12 | Exemptions | 23 |
| 3.13 | Review of the Plan | 25 |
| 3.14 | Accountability | 25 |
| 3.15 | Unspent Section 7.12 funds | 26 |
| 3.16 | Application of the Funds | 26 |
| 3.17 | Pooling of Contributions | 26 |
| 3.18 | Condition of Consent | 26 |

Schedule of Figures

| | |
|----------------------------------|----|
| Figure 1 - Location of Works Map | 30 |
|----------------------------------|----|

Schedule of Tables

| | |
|---|----|
| Table 1 - Section 7.12 Contribution Rates | 13 |
| Table 2 - Works Schedule Timescales | 14 |
| Table 3 - Cost Estimate Report Requirements | 17 |
| Table 4 - Contribution Exemptions | 23 |

Schedule of Appendices

| | |
|-------------------------------------|----|
| Appendix A - Works Schedule | 27 |
| Appendix B - Location of Works Maps | 29 |
| Appendix C - Cost Summary Report | 31 |
| Appendix D - Standard Condition | 33 |





01

PLAN INTRODUCTION



I.0 - PROJECT INTRODUCTION

6

I.1 Overview

Section 7.12 of the Environmental Planning and Assessment Act 1979 (the Act) provides Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development.

Contributions may be in the form of cash payments, transfer or dedication of land to Council, or the provision of a Material Public Benefit or Works in Kind.

A condition of development consent may be imposed by Council with a requirement that the applicant pay a levy based on a percentage of the proposed cost of carrying out the development. This is called a section 7.12 contribution after the relevant section of the Act. This Plan deals with section 7.12 contributions.

Unlike section 7.11 contributions, there does not have to be a nexus between the development being levied under section 7.12 and the need for the public amenity or service for which the levy is required.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities or public services.

I.2 About this plan

I.2.1 Name of the plan

This Plan is the Cowra Section 7.12 Contributions Plan 2025.

I.2.2 Purpose

The purpose of this Contributions Plan is:

- To authorise the Council to impose a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to section 7.12 of the Act.
- To require a certifying authority (the Council or an accredited private certifier) to impose, as a condition of issuing a complying development certificate, a requirement that the applicant pay to Council a levy determined in accordance with this Plan.
- To assist the Council to provide public facilities and amenities which are required to maintain and enhance amenity and service delivery within the area.
- To state the purposes for which the levies are required.
- To provide for the governance of the contributions and their application in accordance with the Act and Regulations.

I.0 - PROJECT INTRODUCTION

7

I.2.3 Commencement of plan

This Contributions Plan takes effect on <insert date>.

Rezoning applications (for the purposes of Planning Agreements), development applications and applications for complying development certificates determined on or after this date will be subject to the provisions of this Plan.

I.2.4 Area to which the plan applies

This Contributions Plan applies to all land within the Cowra Shire Local Government Area.

I.2.5 Types of development to which the plan applies

This Plan applies to all applications for development consent and complying development certificates on the land to which the Plan applies.

Note: “development” referred to in this clause has the same meaning as shown in section 1.5 the Act, which is repeated as follows:

- (1) For the purposes of this Act, development is any of the following—
 - (a) the use of land,
 - (b) the subdivision of land,
 - (c) the erection of a building,
 - (d) the carrying out of a work,
 - (e) the demolition of a building or work,
 - (f) any other act, matter or thing that may be controlled by an environmental planning instrument.
- (2) However, development does not include any act, matter or thing excluded by the regulations (either generally for the purposes of this Act or only for the purposes of specified provisions of this Act).
- (3) For the purposes of this Act, the carrying out of development is the doing of the acts, matters or things referred to in subsection (1).

I.2.6 Relationship to other plans and policies

This Plan supersedes the Cowra Section 94A contributions Plan 2016.

Unspent contributions raised and paid under the authority of the previous Contributions Plan(s) will be continued to be directed towards the respective facilities and infrastructure described in the Work Schedule of that Plan. Where items from the previous Contributions Plan(s) have continued in the Cowra Council Section 7.12 Plan 2025, those funds have been transferred to that Plan.

I.0 - PROJECT INTRODUCTION

8

I.3 Legislative context**I.3.1 What are development contributions?**

Development contributions are contributions made by those undertaking development approved under the Environmental Planning and Assessment Act 1979 (the Act). Contributions may be in the form of money, the dedication of land or some other material public benefit (or a combination of these):

- in the case of contributions made under sections 7.11 or 7.12 of the Act - toward the provision or improvement of amenities or services (or the recouping of the cost of provision or improvement of amenities or services); or
- in the case of contributions made under a planning agreement prepared in accordance with sections 7.4 to 7.10 of the Act - toward public purposes.

I.3.2 What is a Section 7.12 Contribution?

A Section 7.12 Contribution is named after the relevant section of the Act, which provides Council the means to levy contributions towards the cost of public facilities and services to meet the increased demand created by development.

Section 7.12 of the Act allows Council to:

- impose, as a condition of development consent, a requirement that the applicant pay a levy based on a percentage of the proposed cost of carrying out the development.

Section 7.12 of the Act does not allow Council to:

- impose, as a condition of the same development consent, a condition under section 7.12 as well as a condition under section 7.11.
- Impose, as a condition of development consent in relation to development on land within a special contributions area without the approval of the Minister.

Unlike section 7.11 contributions, there does not have to be a nexus (link) between the development being levied under section 7.12 and the need for the public amenity or service for which the levy is required.

The monies collected will assist Council towards the provision, extension or augmentation of public amenities or public services. The expenditure of the money is subject to any relevant provision of the contribution plan and the works schedule at Appendix A.

A condition under section 7.12 that is allowed by and determined in accordance with a contributions plan may not be disallowed or amended by the Court on appeal.

I.0 - PROJECT INTRODUCTION

9

I.3.3 What does Section 7.12 of the Act provide?

Section 7.12 of the Act provides as follows:

7.12. Fixed development consent levies

- (1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.
- (2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.
- (2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:
 - a) the Minister, or
 - b) a development corporation designated by the Minister to give approvals under this subsection.
- (3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.
- (4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.
- (5) The regulations may make provision for or with respect to levies under this section, including:
 - a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
 - b) the maximum percentage of a levy.

I.3.4 Application of Legislation / Guideline

This Contributions Plan has been prepared in accordance with the following relevant legislation and with reference to the following relevant guideline documents:

- Part 7, Division 7.1 of the Environmental Planning and Assessment Act 1979.
- Part 9 of the Environmental Planning and Assessment Regulation 2021.

I.0 - PROJECT INTRODUCTION

10

- NSW Department of Planning, Housing and Infrastructure - Guide to Infrastructure Contributions dated May 2025.
- NSW Planning - Section 7.11 Contributions Practice Note.
- NSW Planning - Local Infrastructure Contributions System Practice Note.
- NSW Planning - Administering Contributions Practice Note.
- Relevant Section 9.1 Ministerial Directions.





02

CONTRIBUTION FRAMEWORK



2.0 - CONTRIBUTION FRAMEWORK

2.1 Scale of future development

As population growth drives demand for new housing, this Section 7.12 Contributions Plan must align with the population projections outlined in the Cowra Housing Strategy 2025 to ensure infrastructure contributions are adequate and appropriately targeted.

Section 4.3 of the Cowra Housing Strategy includes detailed consideration of the population forecasts for the Cowra LGA. The forecasts are based on the latest data released by NSW Department of Planning in 2022 and 2024. This data is summarised (and compared) in the table below.

| | Low Growth Scenario | High Growth Scenario |
|---------------------|---------------------|----------------------|
| | 2024 Projections | 2022 Projections |
| Existing Population | 12,759 ¹ | 12,759 ¹ |
| 2031 Population | 13,715 ² | 13,030 ² |
| 2036 Population | 14,034 ² | 13,145 ² |
| 2041 Population | 14,265 ² | 13,243 ² |

Notes

- ¹ ABS, Census of Population and Housing 2021
- ² NSW Government Population Projections 2022 - Cowra LGA
- ³ NSW Government Population Projections 2024 - Cowra LGA

The Cowra Housing Strategy 2025 has developed a housing framework for the Cowra LGA that is based around the NSW Department of Planning’s 2024 projections, which are considered to represent a high growth scenario. Under this scenario, it is anticipated that the population in the Cowra LGA would increase by 1,275 persons over the next 10 year period to 2036.

The population growth is expected to be focused on Cowra Township, and surrounding large lot residential areas, with our Villages also provided important supporting locations for growth.

Council recognises that demographic change in the existing and new population is driving changes in the demand for public services and amenities, and accordingly this Plan seeks to respond to these future needs.



2.0 - CONTRIBUTION FRAMEWORK

2.2 Contribution rates

The contribution rate is calculated as a percentage of the cost of development, as per Table 1. Certain exemptions apply to the Contributions. Further details can be found in Section 2.13 of this plan.

Table 1 - Section 7.12 Contribution Rates

| Cost of Development | Contribution Levy Rate (%) |
|---|----------------------------|
| All development valued at \$100,000 or less | 0.0% |
| All development valued at \$100,001 up to \$200,000 | 0.5% |
| All development valued in excess of \$200,000 | 1.0% |

2.3 Calculation of the contribution

This contribution will be calculated based on the following formula:

Levy payable = %C x \$C

Where: %C is the levy rate applicable

\$C is the proposed cost of carrying out the development as certified.

2.4 Contribution expenditure

2.4.1 Public Services and Facilities

This Plan will be used to levy contributions towards to one or more of the following categories of public services and facilities:

- Urban, village and or rural roads and related infrastructure.
- Pedestrian and cycling Infrastructure.
- Stormwater Drainage.
- Open Space and Recreation.
- Civic and community facilities.

2.4.2 Work Schedule

This Plan aims to cater for development over a 10 year horizon to the year 2036.



2.0 - CONTRIBUTION FRAMEWORK

The Work Schedules can be found in **Appendix A** and include a list of projects which satisfy one or more of the categories of public services and facilities described in Section 2.4.1. The Works Schedules is subject to period review and update by Council.

The works identified in **Appendix A** are also grouped according to the timescales shown in Table 2. The timescales provide guidance only and nominated work may be completed by Council outside of these priorities depending on actual growth and / or infrastructure priorities.

Table 2 - Works Schedule Timescales

| | Period From | Period to |
|--------|-------------|-----------|
| High | 2025 | 2028 |
| Medium | 2029 | 2032 |
| Low | 2033 | 2036 |

2.4.3 Work Schedule Maps

Appendix B includes a series of maps which show the location of relevant public services and facilities.





03

ADMINISTRATION OF THE PLAN



3.0 - ADMINISTRATION OF THE PLAN

16

3.1 Payment of the contribution

This Plan authorises Council to require the payment of a monetary contribution as a condition of development consent in accordance with the provisions of this Plan.

Contributions will be determined on the basis of the proposed cost of development.

3.2 Calculating Development Cost

[Planning Circular PS 25-004](#), issued by NSW Government in October 2025, provides guidance on how estimated development costs are calculated for planning purposes. A summary of key information is included as follows:

- There is now a single definition for cost - Estimated Development Cost (EDC), which can be used for different planning purposes. In accordance with Section 6 of the EPA Regulation, EDC means 'the estimated cost of carrying out the development, including the design and erection of a building and associated infrastructure, the carrying out of a work, the demolition of a building or work, and fixed or mobile plant and equipment'. EDC does not include (among other things) GST.
- EDC does not apply to the estimation or determination of the 'proposed cost of carrying out development' for the purposes of Section 7.12(5) of the EPA Act relating to contributions. For calculating development costs related to contributions, the existing terms and methods outlined under Section 208 of the EPA Regulation continue to apply.
- In accordance with Clause 208 of the EPA Regulation, the cost of carrying out development include the costs of, and costs incidental to, the following:
 - If the development involves the erection of a building or the carrying out of engineering or construction work -
 - erecting the building or carrying out the work, and
 - demolition, excavation and site preparation, decontamination or remediation,
 - if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,
 - if the development involves the subdivision of land—preparing, executing and registering—
 - the plan of subdivision, and
 - the related covenants, easements or other rights.

Clause 208(4) provides a list of the costs and expenses which must not be included in an estimate or determination of the proposed cost. The cost of GST is not excluded and must therefore be incorporated into the estimated cost of development for the purpose of calculating a contribution amount under this plan.

3.0 - ADMINISTRATION OF THE PLAN

17

3.3 Cost Estimate Reports

Further to the advice provided in Section 3.2 of this plan, a Cost Estimate Report must accompany a development application or a complying development certificate application in order to enable the amount of the contribution to be accurately determined.

Table 3 below details the requirements for preparing a Cost Estimate Report based on different cost thresholds.

Table 3 - Cost Estimate Report Requirements

| Cost Threshold | Requirements |
|----------------------|--|
| < \$100K | The Estimated Development Cost should be estimated by the applicant or a suitably qualified person ¹ , and the methodology used to do this be submitted with the application. |
| \$100K - \$3 Million | The Estimated Development Cost should be estimated by a suitably qualified person ² , and the methodology used to do this be submitted with the application. |
| > \$3 Million | For all cost estimates for development cost exceeding \$3 million, an Estimated Development Cost Report verifying the cost of development should be submitted with the application that is: <ul style="list-style-type: none"> • prepared by a qualified quantity surveyor who is a member of a relevant professional body³. • prepared using the AIQS practice standard for estimating development costs. • in the standard form of quantity surveyor report available on the NSW Planning Portal. • based on cost estimates current as of that date and should be dated no earlier than 30 days from when the application is submitted. |

For development costed up to \$3 million, an example cost estimate report has been included in **Appendix C**. Applicants can use alternate cost estimation methods as agreed to by Council.

- 1 A suitably qualified person is a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed.
- 2 A suitably qualified person is a builder who is licensed to undertake the proposed works, a registered architect, a qualified and accredited building designer, a quantity surveyor or a person who is licensed and has the relevant qualifications and proven experience in costing of development works at least to a similar scale and type as is proposed
- 3 For example, the Australian Institute of Quantity Surveyors (AIQS) or Royal Institution of Chartered Surveyors (RICS).

3.0 - ADMINISTRATION OF THE PLAN

18

Without limitation to the above, Council may review the valuation or works and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no further approvals will be issued until such time that the levy has been paid.

3.4 Complying Development

In accordance with Clause 156 of the Environmental Planning and Assessment Regulation 2021, a certifying authority must not issue a complying development certificate for a particular purpose unless it includes a condition requiring the payment of a monetary section 7.12 contribution, where such a payment is required by a council's contribution plan.

The amount of the contribution is to be determined in accordance with the formulas contained in this Plan. The conditions imposed must be consistent with Council's standard Section 7.12 consent conditions and be in accordance with this Plan. It is the responsibility of accredited certifiers to correctly calculate the contribution and apply the Section 7.12 contribution.

Complying Development Certificates must be assessed and issued by Council if the developer wishes Council to consider land dedication, material public benefits or works-in-kind.

3.5 Construction Certificates

In accordance with Clause 20 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, a certifying authority must not issue a construction certificate for building work or subdivision works under development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied.

In particular the certifier must ensure that the applicant provides a receipt(s) confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with clause 20(b) of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021. Failure to follow this procedure may render such a certificate invalid.

The only exception to this requirement is where works in kind, material public benefit, dedication of land or deferred arrangement has been agreed by the Council. In such cases the Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

3.6 Alternatives to Payment

The Act allows for a Council to accept the provision of a 'Material Public Benefit' (MPB) instead of a monetary contribution. Land can also be accepted in some circumstances. The term Works in Kind (WIK) is used for mechanism to deliver this land or MPB.

3.0 - ADMINISTRATION OF THE PLAN

19

WIK agreements cannot be used for Section 7.12 contributions as there is no provision in the Act to satisfy a Section 7.12 contribution through the dedication of land or provision of a MPB. However, Council and developers may decide to enter into planning agreement before development consent is issued. Refer Section 3.5.1 for further details.

3.6.1 Planning Agreements

An applicant may offer to enter into a Planning Agreement with the Council in connection with a development application or a rezoning application that is made for the purposes of being able to subsequently make a development application. The applicant's provision under a Planning Agreement may be additional to, or instead of, making contributions under Section 7.12 of the Act.

Provision is made for Planning Agreements under Section 7.4 of the Environmental Planning and Assessment Act 1979, as amended.

Under a Planning Agreement, the applicant may offer to pay money, dedicate land, carry out works, or provide other material public benefits for public purposes.

The offer to enter into a Planning Agreement, together with the draft Agreement, will generally need to accompany the relevant development or rezoning application. The Council will publicly notify the draft Agreement and explanatory note relating to the draft Agreement along with the relevant application and will consider the Agreement as part of its assessment of the relevant application. If the Council agrees to enter into the Agreement, it may impose a condition of development consent requiring the Agreement to be entered into and performed.

3.7 Reassessment of contributions

Council may consider an application for the reassessment of the development monetary contribution payable. This may result in the contribution being reduced or waived or modified.

Where a condition of development consent has already been imposed requiring the payment of a contribution, the applicant will be required to lodge an application to review the consent in accordance with Sections 8.2 to 8.5 of the Environmental Planning and Assessment Act 1979, as amended, to reassess the rate of contribution charged.

The request shall be in writing and provide sufficient information to satisfy Council of the inappropriate nature of the contribution and the implications to Council of reducing or waiving the contribution in the particular circumstances.

The Act provides that Council cannot review a determination or decision after the period within which any appeal may be made to the Court has expired if no appeal was made, or after the Court has disposed of an appeal against the determination or decision.

3.0 - ADMINISTRATION OF THE PLAN

20

3.8 Refund of contributions

As a general rule, Council will not support requests for the refund of contributions already paid to Council in accordance with the conditions of a development consent. This is because it is not possible to refund contributions (that have already been paid) from the relevant contribution fund(s) of Council.

Where a partial or full refund of contribution is requested, applicants will instead need to apply in writing to Cowra Council for a donation in accordance with the Donation Policy, a copy which can be accessed from Council upon request.

Council will take the following matters into account when assessing the refund request:

- The criteria in the Council's Donation Policy.
- Whether or not the development has been commenced.
- Whether or not it is proposed to surrender the consent that applied the contribution.

Applications must be received by the first working day after 31 January within the year following payment of the levy e.g. payment is made in April 2025 then refund request can be made until first working day after 31 January 2026, and

The decision to provide part or full refunds will always be the subject of a report to an appropriate monthly committee meeting of Council.

3.9 Payment of contributions

3.9.1 Timing of Payments

The time of payment of contributions shall be as follows:

- Development applications involving subdivision only – prior to the release of the Subdivision Certificate.
- Development applications involving building work only – prior to the release of the Construction Certificate.
- Development involving both subdivision and building work – prior to the release of the Construction Certificate, or the release of the Subdivision Certificate, whichever occurs first.
- Development applications where no Construction Certificate is required – prior to the issue of an Occupation Certificate.

Where an application is dealt with by an Accredited Certifier other than Council, the development consent shall not operate unless and until the amount required by the consent under this Contributions Plan is paid to Council.

3.0 - ADMINISTRATION OF THE PLAN

21

The amount of any monetary contribution to be paid will be the contribution payable at the time of consent, and depending upon the time of payment will be subject to reasonable adjustment due to movements in the Consumer Price Index and/or changes to the rates indicated within this Plan (refer to Section 3.10).

3.9.2 Deferred or Periodic Payments

Council may consider the deferred payment of contributions or payments made by periodic instalments. This will be a merit based decision, considered on a case by case basis and subject to approval by Council.

A request for deferral or periodic payment must be made in writing to Council, stating the proposed length of deferral, and may only be accepted where:

- There are valid reasons for the deferral or periodic payment;
- The deferral will not prejudice the efficiency and operation or cash flows of the Plan;
- The granting of the request for deferred payment will not jeopardise the timely provision of works or land identified within the Plan;
- A suitable bank guarantee (or equivalent security) can be, and is, provided in the event that the request is accepted by Council;
- Where the applicant intends to make a contribution by way of a planning agreement, works-in-kind or land dedication in lieu of a cash contribution and Council and the applicant have a legally binding agreement for the provision of the works or land dedication, and
- The periodic or deferred contributions are paid, including interest, at no cost to Council.

The conditions under which Council may accept deferred payment by way of a bank guarantee are that:

- The bank guarantee is by an Australian Bank.
- Indexing will be calculated from the date the contribution was due until the date of payment.
- The bank guarantee is for a maximum period of twelve months.
- The amount of the bank guarantee is the sum of the total contribution or the amount of the outstanding contribution at the time of deferring payment, plus an amount equal to thirteen months interest.
- The bank unconditionally pays the guaranteed sum to Council if Council so demands in writing, no earlier than 12 months from the provision of the guarantee or completion of the work, whichever occurs first.
- The bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development in accordance with the development consent.

3.0 - ADMINISTRATION OF THE PLAN

22

- The bank's obligations are discharged when payment to the Council is made in accordance with the approved bank guarantee or when Council notifies the bank in writing that the guarantee is no longer required, and
- Council's registration and release of bank guarantee fee is paid.

Any outstanding component of the contribution shall be indexed quarterly in accordance with the Consumer Price Index movements. Indexing will be calculated from the date the contribution was due until the date of payment.

The conditions under which Council may accept periodic payment for a staged development are:

- That the instalments are paid before the work commences on each relevant stage of the development, and
- The amount to be paid at each stage is to be calculated on a pro-rata basis in proportion to the demand for the relevant facility being levied by the overall development, including CPI if required.

3.10 Adjusting contributions at time of payment

This Plan authorises Council to undertake these indexed based changes without the necessity of preparing a new or amending contributions plan.

This is to ensure that the value of contributions is not eroded over time by movements in the Consumer Price Index, land value increases, the capital costs of construction of facilities and administration of the Plan, or through changes in the costs of studies to support the Plan.

Contributions required as a condition of development consent will be adjusted at the time of payment using the following formula.

$$CP = CDC \times \frac{\text{Current Index}}{\text{Base Index}}$$

Where:

- CP = is the amount of the contribution calculated at the time of payment.
- CDC = is the amount of the original contribution as set out in the development consent.
- Current Index = is the Consumer Price Index:All Groups Index for Sydney (as currently available from the Australian Bureau of Statistics at the time of payment).
- Base Index = is the Consumer Price index:All Groups Index for Sydney which applied at the time of calculation as shown on the development consent.

3.0 - ADMINISTRATION OF THE PLAN

3.11 Goods and Services Tax

Monetary Section 7.12 development contributions are exempt from the Federal Government Goods and Services Tax (GST).

3.12 Exemptions

Under section 7.17 of the Act a contribution under section 7.12 cannot be imposed:

- on development consents to carry out development for the purposes of housing development by a social housing provider for seniors or people with a disability within the meanings of State Environmental Planning Policy (Housing) 2021.
- if a development contribution under section 7.11 of the Act has been required in respect of the subdivision of land (initial subdivision), unless that other development will, or is likely to, increase the demand for public amenities or services beyond the increase in demand attributable to the initial subdivision.

Council also does not impose a Section 7.12 levy on the categories of development described in Table 4, which also includes a rationale for excluding these types of development from contribution payments under this plan.

Table 4 - Contribution Exemptions

| Type of Development | Rationale |
|--|--|
| Development for the purpose of a single dwelling on a single allotment where a contribution under Section 7.11 of the Act was paid at subdivision stage. | The proposed single dwelling is consistent with the anticipated residential yield created by the original subdivision. The new single dwelling does not generate additional demand for local infrastructure. |
| The fit out or refurbishment of an existing development, where there is no enlargement or intensification of the current land use. | The proposed development does not result in an increase in gross floor area, a change of land use, additional population or employment capacity or intensification of the existing use. As such, the development does not generate additional demand for local infrastructure. |



3.0 - ADMINISTRATION OF THE PLAN

24

| | |
|--|--|
| <p>Development for the purposes of disabled access.</p> | <p>The development does not generate additional demand for local infrastructure. Instead, it enhances the inclusivity and functionality of existing development in line with broader planning and social equity objectives.</p> |
| <p>An application on or behalf of Council (or another public authority) for community infrastructure, such as but not limited to libraries, community facilities, recreation areas, recreation facilities and car parks.</p> | <p>Development for the purpose of community infrastructure directly contributes to the public amenity and wellbeing of the local population. This kind of development is often publicly funded or delivered by not-for-profit entities.</p> <p>Imposing a levy on such development may discourage investment in essential public infrastructure.</p> |
| <p>An application by a NSW Government Department to enable development defined as an 'Infrastructure Facility' under State Environmental Planning Policy (Transport and Infrastructure) 2021.</p> | <p>An exemption is appropriate for NSW Government Departments as this supports the timely and cost-effective delivery of public infrastructure.</p> |
| <p>An application for development that involves rebuilding or repair after natural disasters such as flooding or bushfires, or another event outside of the control of the landowner (such as a building fire).</p> | <p>Rebuilding or repair works following a disaster do not increase the intensity of land use or population, and are intended to restore existing development, not create new demand. These developments are often undertaken by landowners under financial hardship or emergency conditions.</p> |
| <p>An application for demolition (where there is no replacement building or development)</p> | <p>An exemption is appropriate for demolition-only development where no replacement building or use is proposed, as contributions are fairly applied only where development generates additional infrastructure demand.</p> |
| <p>Development for the sole purpose of the adaptive reuse of an item of environmental heritage listed in Schedule 5 of Cowra Local Environmental Plan 2012.</p> | <p>Adaptive use of heritage items supports the conservation of culturally significant buildings and places. Imposing a levy on such developments may discourage heritage conservation efforts.</p> |



3.0 - ADMINISTRATION OF THE PLAN

25

| | |
|---|---|
| Development for the purpose of reducing the consumption of mains-supplied potable water, or reducing the energy consumption of a building. | Development that reduces water or energy consumption does not increase the intensity of land use, and is typically undertaken to improve environmental performance and reduce resource demand. It may also result in reduced demand on public infrastructure. |
| Where Council considers an exemption is warranted, and the decision is made by formal resolution of council at an Ordinary Council meeting. | <p>Outside of the exemptions specifically identified in this plan, Council may identify specific circumstances where applying a levy would be unreasonable or disproportionate to the nature or impact of the development, or would be financially burdensome to community-servicing or public-interest developments.</p> <p>Allowing exemptions by formal Council resolution ensures transparency and accountability in decision making.</p> |

To apply for an exemption to the payment of a Section 7.12 Levy, an application must be submitted to Council at development assessment stage, giving reasons and providing any necessary evidence for the exemption.

3.13 Review of the Plan

This Plan may be reviewed in full, or in respect of particular parts, when considered appropriate having regard to the rate and type of development, cost of facility provision, and community response to service and facility provision.

A complete review of this Plan is anticipated every five (5) years from the date of commencement of the Plan.

3.14 Accountability

Financial management and accountability are important components of Section 7.12, and Council is obliged to maintain an accurate and up to date register of all Section 7.12 contributions. Council is required to comply with a range of financial accountability and public access to information requirements in relation to section 7.12. These are addressed in Division 4 of Part 9 of the Regulation and include:

- maintenance of, and public access to, a contributions register;



3.0 - ADMINISTRATION OF THE PLAN

26

- maintenance of, and public access to, accounting records for contributions received and spent;
- annual financial reporting of contributions; and
- public access to contributions plans and supporting documents.

Monetary contributions received under the authority of this Plan must be recorded and kept through a separate account specifically established for this Plan. The records must indicate the contributions received, contributions expended and must include the interest, if any, earned on invested funds for each account.

These records are updated on a monthly basis.

Separate accounting records are maintained for all Council's Section 7.11 and Section 7.12 Contribution Plans. Information on Section 7.11 accounts and funds relating to this Plan will be provided in a condensed format within Cowra Shire Council's Annual Report/s in accordance with requirements of the Regulation

Information is also available in Council's contribution register relating to this Plan, which can be inspected at Council during normal business hours.

3.15 Unspent Section 7.12 funds

This Plan also authorises unspent monies collected through the previous Section 7.12 Plan to be expended on projects identified in the Works Schedule to **Appendix A** of this Plan.

3.16 Application of the Funds

Money paid to the Council under a condition authorised by this plan is to be applied by the Council towards meeting the cost of the public amenities or services that will be or have been provided within the area as listed in the Works Schedule to **Appendix A**.

3.17 Pooling of Contributions

This Plan expressly authorises monetary Section 7.12 Contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of the contributions are shown in the Works Schedules.

3.18 Condition of Consent

Unless otherwise determined by the Council, the standard condition described in **Appendix D** will be used on Development Application determinations and Complying Development Certificates for monetary contributions levied under this plan.



A

APPENDIX

Works Schedule



APPENDIX A

28

Works Schedule

| Map Ref | Item | Total Cost | Priority |
|--------------------------------------|---|-------------|----------|
| 1 | Civic Centre Solar Install & Battery Storage | \$21,187 | High |
| 2 | Library / Art Gallery Solar Install & Battery Storage | \$20,585 | High |
| 3 | Materials Recycling Facility Solar & Battery Storage | \$73,110 | High |
| 4 | Cowra Aquatic Centre Upgrade | \$319,996 | High |
| 5 | Civic Centre Refurbishment (Recoupment) | \$108,280 | Medium |
| 6 | Cowra Street Constructions | \$105,333 | Medium |
| 7 | Rural Road Constructions (Gravel) | \$156,998 | Medium |
| 8 | Rural Road Constructions (Sealed) | \$121,937 | Medium |
| 9 | Village Street Constructions | \$52,406 | Medium |
| 10 | Adventure Playground Enhancements | \$39,604 | Medium |
| 11 | Playground Asset Renewals | \$92,789 | Medium |
| 12 | Cowra Peace Precinct Enhancements | \$113,702 | Medium |
| 13 | Cowra Aerodrome Improvements | \$125,858 | Low |
| 14 | Mulyan Oval Amenities Upgrade (Loan No. 242b) | \$32,391 | Low |
| 15 | Village Cemeteries Expansions | \$110,940 | Low |
| Total Capital Cost of Works Schedule | | \$1,495,115 | |



B

APPENDIX

Location of Works Maps



- 6 Various Locations - Cowra Street and Lane Constructions
- 7 Various Locations - Rural Road Constructions
- 8 Various Locations - Rural Road Constructions
- 9 Various Locations - Village Street Construction
- 11 Various Locations - Playground Asset Renewals



Figure 1 - Location of Works Map





C

APPENDIX

Cost Summary Report



Sample Cost Summary Report

Development between \$150K and \$3M

Date _____

DA / CC / CDC No. _____

APPLICANT NAME _____

APPLICANT ADDRESS _____

PROPERTY ADDRESS _____

Analysis of Development Costs

| | | | |
|--|----------|---------------------|----------|
| Demolition and Alterations | \$ _____ | Hydraulic services | \$ _____ |
| Structure | \$ _____ | Mechanical services | \$ _____ |
| External walls, windows and doors | \$ _____ | Fire services | \$ _____ |
| Internal walls, screens and doors | \$ _____ | Lift services | \$ _____ |
| Wall finishes | \$ _____ | External works | \$ _____ |
| Floor finishes | \$ _____ | External services | \$ _____ |
| Ceiling finishes | \$ _____ | Other related work | \$ _____ |
| Fittings and equipment | \$ _____ | Sub-total | \$ _____ |
| Sub-total above carried forward | \$ _____ | | |
| Preliminaries and margin | \$ _____ | | |
| Consultant fees (PM services excluded) | \$ _____ | | |
| Other related development costs | \$ _____ | | |
| Goods and Services Tax (GST) | \$ _____ | | |
| Total Development Cost | \$ _____ | | |

I certify that I have:

- Inspected the plans the subject of the application for development consent or construction certificate.
- Calculated the development costs in accordance with the definition of development costs in clause 208(2) of the Environmental Planning and Assessment Act 2021 at current prices.
- Included GST in the calculation of development cost

SIGNED _____

NAME _____

POSITION _____

QUALIFICATION _____



D

APPENDIX

Standard Condition



APPENDIX D

Standard Condition

Pursuant to Section 7.12 of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Subdivision Certificate or Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 7.12 Contributions Plan 2024, adopted on <insert date>, which may be viewed during office hours at Council’s Customer Service Centre, 116 Kendal Street Cowra, or on Council’s website www.cowracouncil.com.au.

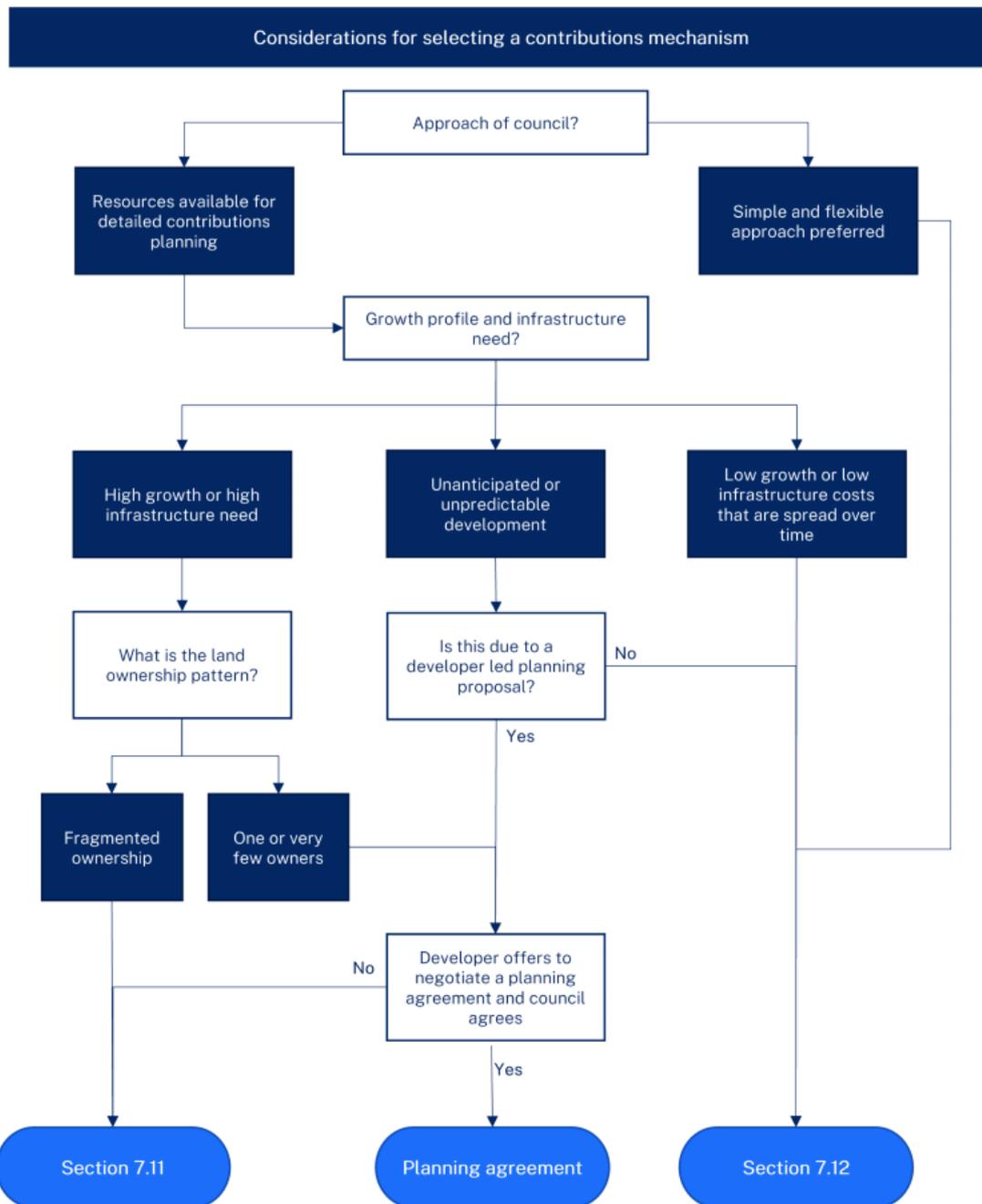
The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

| Contribution Type | Proposed Cost of Development | Levy % | Total Contribution | Contribution Rate Valid Until |
|-------------------|------------------------------|--------|--------------------|-------------------------------|
| S7.12 | | | | |

Notes

¹ As shown on the Development Application / Construction Certificate Application / Complying Development Certificate Application





7.2 Section 355 Committee Draft Minutes - Environmental Sustainability Committee meeting held Monday 2 February 2026

File Number: D26/309

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

- I. That Council notes the draft minutes of the Environmental Sustainability Committee meeting held on 2 February 2026.**
-

INTRODUCTION

The Minutes and recommendations of Cowra Shire Council's Section 355 Committee – Environmental Sustainability Committee are presented for noting and consideration.

A copy of the minutes is included in Attachment I.

ATTACHMENTS

- I. Draft Minutes - Environmental Sustainability Committee meeting - 2 February 2026 [↓](#)



MINUTES

**Environmental Sustainability
Committee Meeting
Monday, 2 February 2026**

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

2 FEBRUARY 2026

Order Of Business

| | | |
|----------|--|----------|
| 1 | Apologies and Applications for Leave of Absence | 3 |
| 2 | Confirmation of Minutes..... | 3 |
| 3 | Business Arising from Previous Minutes | 3 |
| 3.1 | Clean Up Australia Day | 3 |
| 3.2 | Highlighted Guideposts..... | 4 |
| 3.3 | Bird Hides | 4 |
| 3.4 | Archibird | 4 |
| 3.5 | Bellevue Hill Remediation Project..... | 4 |
| 4 | Reports of Council Officers | 4 |
| 4.1 | Draft Application Form - Small Environmental Projects Fund..... | 4 |
| 4.2 | Waste 2 Art 2026 | 4 |
| 5 | Action Items..... | 5 |
| 5.1 | Environmental Sustainability Committee Action Items - 2 February 2026..... | 5 |
| 6 | General Business..... | 5 |
| 6.1 | Membership..... | 5 |
| 6.2 | Weed Awareness..... | 5 |
| 6.3 | Grey Headed Flying-Foxes..... | 5 |
| 7 | Next Meeting Date | 6 |
| 8 | Next Workshop Date..... | 6 |
| 9 | Meeting Close..... | 6 |

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

2 FEBRUARY 2026

**MINUTES OF COWRA COUNCIL
ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM 1, COUNCIL ADMINISTRATION BUILDING,
116 KENDAL STREET, COWRA
ON MONDAY, 2 FEBRUARY 2026 AT 10:00 AM TO 12:00 PM**

PRESENT: Chairperson Ruth Fagan, Ms Tracee Burke, Mr Rob Davidson, Mr Dylan Gower, Mr Ken Hutchinson, Mr Ian Packer, Mr Casey Proctor, Mr John Rankin, Mr Sean Brindle

IN ATTENDANCE: Larissa Hackett (Director-Environmental Services), Cassandra Gailey (Secretariat)

1 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**Apology****COMMITTEE RESOLUTION**

The committee notes apologies from Belinda O'Reilly, Mr Ian McColl and Councillor Peter Wright.

Leave of Absence

Nil

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

That the minutes of the Environmental Sustainability Committee Meeting held on Monday 8 December 2025 be confirmed.

Moved: Ian Packer

Seconded: Casey Proctor

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Clean Up Australia Day**

Clean Up Australia Day is scheduled for Sunday 1st March 2026. It is too late to organise any activities for this year if Council had not organised to participate. Consideration could be given to planning an event next year or organise a local Clean Up at a later date.

Need to identify suitable locations for future clean-ups that are easy access for public. Or could create an education campaign on the impact of rubbish in our local environment, particularly the waterways. Noted that Waugoola Creek is still impacted by rubbish from the last flood.

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES****2 FEBRUARY 2026****3.2 Highlighted Guideposts**

Highlighted guideposts are installed along roadsides in NSW to identify sections of the roadside that are environmentally sensitive corridors.

Locations within the Cowra Shire need to be identified that would benefit from installing highlighted guideposts and discussions conducted with roadside crews to determine if the installation of these guideposts would be beneficial. Funding will be required to be sought should this proceed.

3.3 Bird Hides

The committee members have identified two potential Bird Hide locations. The roadsides along Elsie Vale Road has been mentioned as a preferred site, being a Box Gum woodland area known to support a population of Superb Parrots. Also, the Sewage Treatment Plant has a high population of water Birds, that would be ideal for a Bird Hide with Council permission.

The committee intends to discuss potential options and obtain necessary permissions from relevant landowners to undertake site inspections of the shortlisted locations.

3.4 Archibird

As discussed in previous meetings, it is proposed to refocus the Archibird competition to schools, with a colouring-in competition only.

Additionally, the committee would like to promote the Birds in Backyards Count during Bird Week in October. Further investigation to be undertaken to determine any costs associated with Council/the committee participating in or formally joining the Birds in Backyards Count.

3.5 Bellevue Hill Remediation Project

The proposed weeds remediation project is pending approvals from relevant regulatory and community bodies, prior to proceeding further.

4 REPORTS OF COUNCIL OFFICERS**4.1 Draft Application Form - Small Environmental Projects Fund**

A review of the grant application form has been undertaken. The following are identified as key changes to the application form:

- That the grant funding limit be up-to \$2000
- That the grant continues to be available to local businesses
- That the grant be advertised from early March to end of April, inviting applications.

4.2 Waste 2 Art 2026

The Waste 2 Art 2026 Education Pack was presented and noted. Further information has been requested in relation to timeframes and prizes to be awarded.

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES****2 FEBRUARY 2026****5 ACTION ITEMS****5.1 Environmental Sustainability Committee Action Items - 2 February 2026**

The Action List as presented was received and updated, as follows;

- Al#60 – Highlighted Guideposts - Council may need a plan to identify requirements. Elsie Vale Lane another possible location. Discuss with road crews if posts would be beneficial.
- Al#63 – Bellevue Hill Remediation Project - Awaiting responses from key parties involved.
- Al#58 – Integrated Water Management Plan – Plan will be distributed to committee once a draft is placed on public exhibition. Action closed

New Actions

- Al#70 – Bird Hides - Inspection of suitable sites to be conducted, permissions sought and discussions conducted with land owners.
- Al#71 – Archibird/Bird Week – Investigate whether there are fees for Council to participate in the ABBC
- Al#72 – Small Environmental Projects Fund - Complete application form and advertise project calling for applications - 1 March to 3 April.
- Al#73 – Waste 2 Art - Advise when local presentation is and if there are prizes for local winners.
- Al#74 – Membership – distribute nomination forms to new members
- Al#75 – Weed Awareness Month – Develop a proposal with some actions and distribute to the committee. Feedback to be sought from Council's Biosecurity Officers.

6 GENERAL BUSINESS**6.1 Membership**

Current membership numbers and attendance to be checked and nomination forms sent to new members. Committee to discuss whether advertising for new members is required.

6.2 Weed Awareness

The committee discussed doing a Weed Awareness Month where different events / information is made available to educate the community on identifying and managing weeds. Possibly September would be the most ideal time to hold the project. A proposal with some actions will need to be developed.

6.3 Grey Headed Flying-Foxes

Tracee thanked all the volunteers, organisations and Council for their assistance during the recent heat wave event, where a significant number of Flying-foxes perished. Seven

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

2 FEBRUARY 2026

volunteers from various organisations attended the local Flying-Fox camp where they collected deceased animals and rescued those still alive. Surviving flying-foxes were relocated to a cooler location on the North Coast for care and recovery.

The committee noted that the Grey Headed Flying-fox is a protected species and that various wildlife and Landcare groups make every effort to ensure they are appropriately cared for and assisted when required.

Council supported the response by facilitating the safe disposal of deceased flying-foxes at the MRF to protect public health and the environment.

7 NEXT MEETING DATE

The next meeting will be held on Monday, 16 March 2026 at 10:00 AM to 12:00 PM in the Committee Room 1, Council Administration Building, 116 Kendal Street, Cowra.

8 NEXT WORKSHOP DATE

The next workshop will be held on Monday, 23 February 2026 at 10:00 AM to 12:00 PM. Location and subject of workshop to be confirmed.

9 MEETING CLOSE

The Meeting closed at 11.37am.

.....
CHAIRPERSON

8 LATE REPORTS

9 NOTICES OF MOTIONS

Nil

10 CONFIDENTIAL MATTERS

Nil